

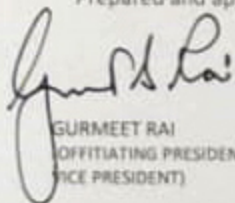
Council on Monuments and Sites
Registration No. S / 1344 / SDM / NW / 2012

STANDARD OPERATING PROCEDURES AND GUIDELINES

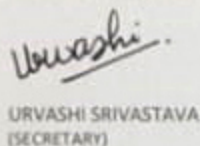
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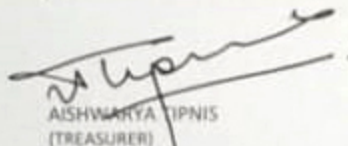
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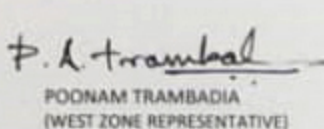
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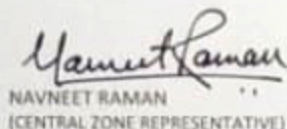
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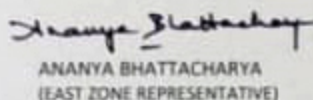
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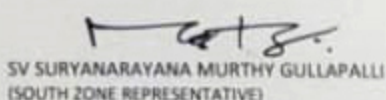
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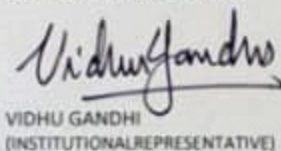
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COUNCIL ON MONUMENTS AND SITES, (COMOS)
(A society registered under the Societies Registration Act, 1860)

This Standard Operating Procedures and Guidelines document is published by
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BACKGROUND

The entire process of formulating the Standard Operating Procedure and Guidelines (SOPG) has been a participatory process which was started in April 2014. The decision for preparing a separate document on Operational Procedures was communicated via email dated 28th Oct, 2014. Followed by the constitution of a working group on 10th December, 2014. The call for volunteers was sent out to members on Listserv on 3rd May, 2015 by Ms Vanicka Arora (Treasurer) on behalf of the Executive Committee. The process for the current draft SOPG document was started in March 2018 and several rounds of deliberations were held with COMOS members at the zonal level coordinated by the Zonal Representatives namely Ms Shalini Dasgupta (North Zone Representative), Mr Pankaj Modi (South Zone Representative), Ms Ananya Bhattacharya (East Zone Representative), Ms Poonam Trambadia (West Zone Representative) and Mr Ajay Khare (Central Zone Representative).

All the comments from the members in each zone were incorporated and discussed in the Annual Meeting dated 16th June, 2018 at Ahmedabad. The second round of consultation on the document was done on 1st July, 2018 at Delhi in the presence of our Company Secretary and Legal Advisor Mr Pranav Kumar of M/s Alacrity Corporate Solutions Pvt. Ltd. The third round of consultation on the document and its policies were undertaken during the NSC Conclave on 1st September, 2018. The fourth round of consultation was undertaken wherein all the draft documents were put up on the website of COMOS <http://www.icomosindia.com> on 1st January 2019 seeking feedback from members before it could be officially adopted.

S.N.	Particulars	Timeline	Member Participation
1.	First Draft Operational Guidelines	29 th April 2014	Circulated by Rohit Jigyasu, President ICOMOS India on behalf of Ex-Com
2.	Working Group for Operational Guidelines	10 th December 2014	Comprising of Nitin Sinha (Coordinator), Yaaminey Mubayi (Ex Com Representative, Vanicka Arora (Ex Com Representative), Bina Gandhi Deori, Shilpa Jain, Rajesh Agarwal, Yogesh Kumar, Gauri Shiurkar and Sangeeta Bais
3.	Draft V1 Circulated on Listserv	March 2018	Circulated by Urvashi Srivastava, Secretary ICOMOS India on behalf of Ex Com
4	Consultation with members via Zonal Representatives	March – April 2018	Coordinated by Shalini Dasgupta (North Zone Representative), Pankaj Modi (South Zone Representative), Ananya Bhattacharya (East Zone Representative), Poonam Trambadia (West Zone Representative) and Ajay Khare (Central Zone Representative)

5	Consultation 01 at AM	16 June 2018	Presided by Gurmeet S Rai, Vice President, ICOMOS India
7	Consultation 02 at AGM	1 July 2018	Presided by Gurmeet S Rai, Vice President & Officiating President, ICOMOS India
6	Consultation 03 at NSC Conclave	1 September 2018	Presided by Gurmeet S Rai, Vice President & Officiating President, ICOMOS India
7	Draft V2 circulated and uploaded on ICOMOS Website for Consultation	1 January 2019	Circulated by Urvashi Srivastava, Secretary ICOMOS India on behalf of Ex Com

PREAMBLE

The Council on Monuments and Sites (COMOS), is a society registered under The Societies Registration Act of 1860 vide Registration Number **S/1344/SDM/NW/2012 dated 01/10/2012**. It has got its duly adopted Memorandum of Associations (MOA) and Rules and Regulation (RR) defining broad contours of the functioning of the society. The society has to function in overall compliance with the said MOA and RR and the provisions of the Society Registration Act, 1860. The Copy of the Certificate of Registration, MoA and RR is attached and marked as **Annexure 1 (COI & MoA)** to this document for ready reference.

The society is also registered under Section 12A of the Income Tax Act vide Registration No. DIT (E) I 2014-15/DEL-CR23786-07072014/3582 and under Section 80G of the Income Tax Act vide Registration No. CIT (E) I 2017-18/DEL-CE27994-28082017/8931. Thus, the functioning of the society also has to be in the compliance of the Income Tax Act and Conditions imposed while granting the said registrations to the society. The Copy of the Certificate of Registration under section 12A and 80G of the Income Act is marked as **Annexure 1 (COI & MoA)** respectively for ready reference.

Additionally, COMOS has to comply with all applicable Indian laws as may be applicable from time to time while meeting the aspirations of its stakeholders and furtherance of its aims and objects.

COMOS in India is recognized as the national committee of **International Council On Monuments and Sites (ICOMOS)** an Advisory Body to UNESCO, as a platform comprising of experts and committed members of civil society related to the disciplines, professions and emerging focus on areas concerning to cultural and natural heritage sites of India. There is an MOU signed by and between COMOS and ICOMOS on 5th day of May 2013. The same is marked as **Annexure 2 (MoU Between COMOS & ICOMOS)**. Thus, COMOS also has to imbibe and practice the best practices and principles of ICOMOS within the Indian Legal framework. The copy of the **Ethical Standards adopted by ICOMOS** and applicable to all the members of COMOS is given and marked as **Annexure 3 (MoU Between COMOS & ICOMOS)**.

The goal of COMOS is to enable dialogue among this fraternity so as to contribute to the development of policies, frameworks and mechanism for conservation and management of India's diverse heritage for its people and towards raising awareness among decision makers, various interest groups from public and private organizations as well as civil society. COMOS is intrinsically linked to the mandate of ICOMOS International and hence brings to these platforms paradigms arising from the Indian context, both in theory and practice from the Indian cultural heritage fraternity.¹

¹The objects and aims of the COMOS are given in detail in the **aims and objects clause of the MOA**.

COMOS shall focus on all activities related to the protection, conservation, interpretation, use, enjoyment and enhancement of natural areas, built complexes and sites that constitute the country's common heritage; to carry out advocacy and advise decision-makers and public as well as private stakeholders on the development of policy, legal frameworks and social commitment, respectively, required for the protection of valuable heritage sites for communities;

The principles of common good, selfless service, ethical behaviour, transparent and governance system that is accountable must be adhered to by all stakeholders in discharge of their duties. While MOA and RR provide for the broad guidelines, need was felt to create a document giving Standard Operating Procedures & Guidelines (SOPG) on finer operational aspects:

- To act as guide for the matters not specifically provided in the MOA and RR but lying within the overall ambit thereof;
- To act as guide on use of personal discretion;
- To help in effective discharge of function on day to day operational matters;
- To standardize the operation of the society; and
- To bring in transparency in the operation of various stakeholders.

The Executive Committee has been empowered to oversee and manage the society which powers inter-alia include amongst others to lay down procedures and policies for the effective functioning of various organs and stakeholders of the Society within the overall provisions of the MOA, RR and the provisions of the Societies Registration Act, 1860.

The Executive Committee of COMOS has drafted and approved the SOPG in consonance with Rules and Regulations of the Society for serving as a guide to the functioning of the Executive Committee, the National Scientific Committees (NSC), Working Groups, Secretariat and Members.

These Guidelines and Documents shall derive its power from sanction given to it by the Executive Committee pursuant to exercise of the powers given to them under the MOA and Rules and Regulation of the Society as effective from time to time and in case of any matters of inconsistency between the two, the provisions of the MOA and Rules and Regulations shall prevail.

AMENDMENT TO SOPG

Once adopted, any changes in the document shall be made only with the approval of the Executive Committee in a duly convened meeting with quorum of the Executive Committee members as per Clause 14 of RR. A participatory process involving all the members of COMOS through a series of zonal consultations steered by the respective Zonal Representatives, the

National Scientific Counsellor and the NSC Coordinators as may be required shall be followed to seek inputs on any future modifications, additions and deletions from the SOPG document. The proposed changes to the document and the amended document shall be widely shared with all the members through all appropriate means such as email, Listserv and website of ICOMOS India.

MANDATORY FORCE

Having been adopted by the Executive Committee, this document becomes mandatory reference guide for action pertaining to the matters provided herein for all stakeholders of the society and stricter adherence has to be made. Any deviation from the practice stipulated, must be sanctioned by the General Body Meeting, pre or post action, else the deviation shall be treated as default on the part of the party deviating and may attract necessary disciplinary or penal action under the law.

I. ABOUT COMOS

ARTICLE 1: NAME AND INITIAL-USAGE

Council on Monuments and Sites, hereinafter designated by the initials COMOS was established on 1st October 2012 for an unlimited duration as an all India Society. Details whereof has been provided in **Annexure 1 (COI & MoA)**. **In all statutory correspondence and dealings, full name only to be used** and the initials is for quick general reference to be used by and on behalf of COMOS and its Members. **It is also important to note that COMOS has filed for a trademark registration in the name of “ICOMOS India” with the Registrar of Trade Marks, Mumbai.**

ARTICLE 2: HEADQUARTERS AND PLACE OF OPERATION

COMOS headquarters is in Delhi and shall always be Delhi since it has been registered in Delhi. The Society however can set-up and operate offices/center(s) or location at any other place(s) subject to approval of the Executive Committee and in compliance with applicable Indian Laws for smooth operations as may be required from time to time.

II. ADMINISTRATION AND OPERATIONS

MOA and RR empowers Executive Committee for all administrative functioning and operations of COMOS and for execution of its programs and activities. It also provides for General Body which shall be supreme authority to decide on strategic decisions and overall review, evaluate and elect Executive Committee in line with provisions of the MOA and RR.

MOA and RR (Clause 4 and Rule 11 respectively) read together provide for the below organs/body of the society with their distinct role envisaged therein and provided here in below for ready reference.

ARTICLE 3: STRUCTURE OF COMOS

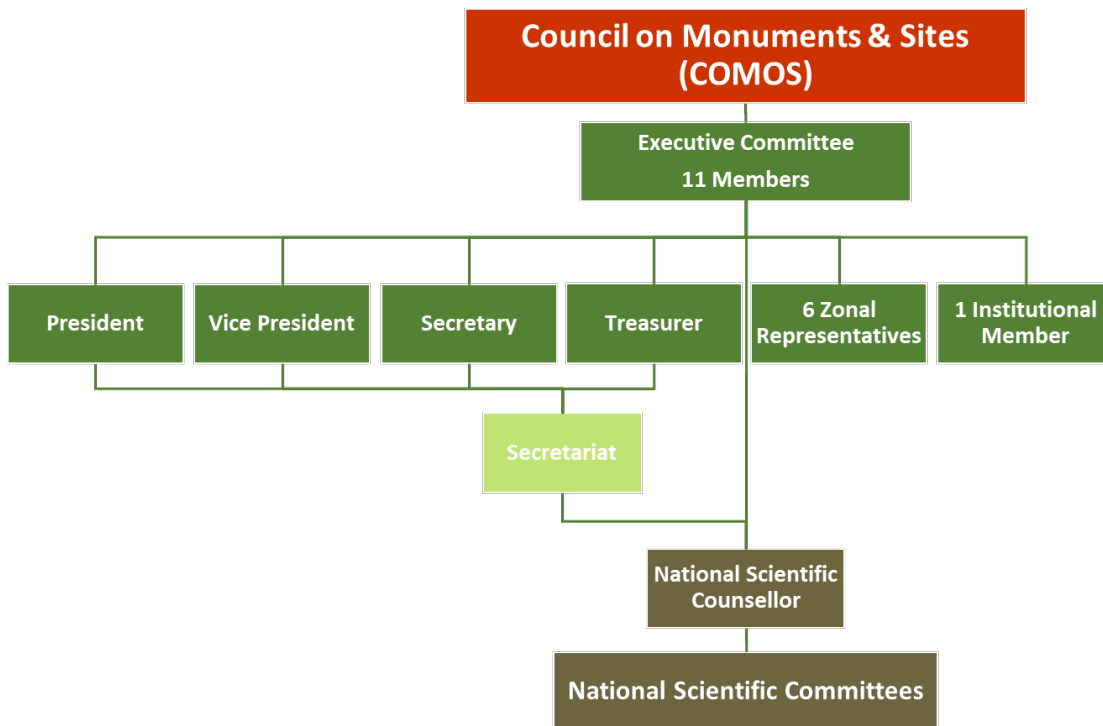
3.1. The Statutory Bodies of COMOS are:

- **General Body** consisting of various categories of members admitted to COMOS pursuant to **rules 8 read with rule 3** of RR.
- **Executive Committee (Ex-Com)** consisting of Elected Representatives pursuant to elections conducted vide rule 12 of the RR read with Rule 11 of the RR.

3.2. Other functional units

- **NSC (National Scientific Committee) to be set-up as per clause 3 (c) of MOA (detailed provision given in clause V of this SOPG).**

ORGANIZATIONAL CHART



III. GENERAL BODY

The General Body shall be the sovereign body of COMOS. All the members of the Society will constitute the General Body. All COMOS members shall have the right to attend the proceedings of COMOS; only the voting members i.e. members (Individual and Institutional) who have paid membership fees for **two consecutive years prior to election year** will have the right to vote. Only voting members will be eligible to stand for elections to the EC or for the position of Scientific Counsellor/Coordinator of NSCs (with an exception in case there are no voting members in the NSC or NSC voting members refuse to volunteer for the post of the coordinator). Voting members will also get preference in nominations to various working groups of COMOS. For rights and duties of the General Body refer to rule 9 of the RR.

ARTICLE 4: MEETINGS OF COMOS

The General body meetings whether Annual General Meeting (AGM) or Special General Meeting (SGM) of COMOS shall be convened as per the rule 10 of RR. Apart from this there would be Executive committee meetings, National scientific Committees and Zonal meetings. For the details of the same refer to the Business as Usual Document attached as **Annexure- 4 (Business as Usual)**.

ARTICLE 5: MAINTENANCE OF ATTENDANCE REGISTER

Attendance is critical for holding any valid meeting. The quorum and related matter can only be ascertained if there is record of attendance. Separate attendance registers should be maintained for:

- a. Executive committee meetings;
- b. General body meetings whether AGM or SGM;
- c. National scientific Committees;
- d. Zonal meetings;

Attendance register should be maintained in physical form, all pages of this register should be consecutively numbered. If it is used in loose leaf form, the same should be bound at regular intervals atleast once in every year and should be consecutively numbered. The Secretary with the help of the Executive Assistant shall be responsible for compiling and filing the documents.

The attendance register shall contain following particulars; serial number and date of meeting, type of meeting, name and signatures of members and also of persons attending the meeting by invitation.

A sample attendance register is given and marked as **Annexure 5 (Attendance register format)**.

The attendance register for Governing body and General body meetings should be maintained at the Registered Office of the Society, for other meetings it could be kept with the zonal heads as such as is approved by the Executive Committee.

IV. EXECUTIVE COMMITTEE (Ex-Com)

The Executive Committee (Ex-Com) is the elected body of COMOS which guides and leads COMOS. Office Bearers elected in every three years shall be appointed in the Executive Committee for smooth functioning of COMOS. For formation of the Ex-Com refer to rule 11 of the RR. For rights and duties of the executive committee refer to rule 13 of the RR and Business as usual document. For Code of conduct for the Ex-Com refer to COMOS Policy for Code of Conduct for Members. For meetings of the Ex-Com refer to Business as Usual Document.

ARTICLE 6: DECISION MAKING BY THE EXECUTIVE COMMITTEE

The COMOS Executive Committee shall deliberate upon all the activities being undertaken by the membership from time to time and shall approve all matters relating to the following:

- i. Collaboration, Partnerships with Institutions, Government Bodies, etc. The terms of collaboration shall be clearly defined with the role of COMOS and the collaborating institution;
- ii. Formulate MoUs for collaborative works with partner keeping in view the interests of COMOS;
- iii. Respond to formal queries from ICOMOS, UNESCO, Government of India and other entities;
- iv. Evaluate and approve programs initiated by COMOS;
- v. Respond to issues raised by members as well as issues and events related to cultural heritage matters;
- vi. Meetings of the National Scientific Committees;
- vii. Governance Training for Ex-Com and NSCs.
- viii. Oversee the Meetings of the National Scientific Committees and coordinate with National Scientific Counsellor;
- ix. Formulate and Track the strategic plan and action plan.

A minimum quorum of the Executive Committee is required for all decisions as defined in sub-rule v of rule 11 of the RR.

ARTICLE 7: TAKING CHARGE BY NEWLY ELECTED EX-COMMEMBERS

- i. The President and members of the Ex-Com shall hold office until their successors are elected at the next Annual General Meeting.

ARTICLE 8: RESIGNATION OF EX-COM MEMBER AND APPOINTMENT OF INTERIM

- i. A member of the Executive Committee may resign from their post by first giving notice (preferably of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing addressed to President/ secretary or committee members.
- ii. The resignation shall be accepted once the Executive Committee accepts that the member can be relieved and has handed over charge as mutually agreed between the member and the Executive Committee.
- iii. Pursuant to sub-rule xxiii of rule 12 of RR, on resignation of position of President or any other Ex-Com member prior to the completion of the term, members of the Ex-Com shall nominate/ elect the successor for a period of not more than six (06) months, & hold election for the vacant post as per the rules. New elected member will only serve for the balance of the term of office of the previous occupant.

ARTICLE 9: NON RESIDENCY OF EX-COM MEMBERS

- i. The elected representatives of the Executive Committee are to be citizens of India residing in India.
- ii. Should any elected member choose to relocate outside India, he/she shall resign from the post.

V. PROGRAMS AND ACTIVITIES

ARTICLE 10: COMOS PROGRAM/ACTIVITIES STANDARDS

COMOS shall undertake Programs and activities in consonance with MOA. For details refer COMOS Policy on Programme and Activities attached as **Annexure-6 (Policy on Programs & Activities)**.

ARTICLE 11: EVALUATION OF COMOS PROGRAM/ACTIVITIES

At least once a year at the AGM an evaluation of the programs and activities of COMOS shall be undertaken by the members of the society. The evaluation format is enclosed here below:

1. List main activities/projects of the COMOS and their consistency with the mission statement. Offer a ranking of each activity (rough estimate) in terms of how effective it is towards achieving the mission.

Activity Consistent with Effectiveness toward Mission or achieving mission:

(1= poor; 5 = excellent)

- | | |
|----------|---------------------------------------------------------------------|
| a. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No 1 2 3 4 5 |
| b. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No 1 2 3 4 5 |
| c. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No 1 2 3 4 5 |
| d. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No 1 2 3 4 5 |
| e. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No 1 2 3 4 5 |
| f. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No 1 2 3 4 5 |
| g. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No 1 2 3 4 5 |

(Additional activities can be presented on the back of this page)

2. Does the COMOS regularly seek feedback on activities from beneficiaries and stakeholders? ☐ Yes ☐ No

If yes,

how? _____

—

3. Is evaluation an integral component of the planning process and figure in the strategic plan as performance measures or its equivalent? ☐ Yes ☐ No

4. Does the COMOS regularly evaluate activities for relevancy to mission, efficiency and effectiveness, value for continuing or need to revise, and need for new programs?

☐ Yes ☐ No

If yes, how?

5. Do the members of the Executive Committee carry out activities with professionalism centered on serving others?

☐ Yes ☐ No

VI. THE NATIONAL SCIENTIFIC COMMITTEES

The National Scientific Committees (NSCs) represent the different domains within COMOS India's field of Cultural Heritage conservation and preservation. Each committee is expected to gather, study and disseminate knowledge regarding the principles, techniques and policies pertaining to heritage protection in the country and internationally. All work done by the NSC needs to be ratified by the Executive Committee in consultation with National Scientific Counsellor. For details on the functioning of the NSC refer COMOS Policy on National Scientific Committees attached as **Annexure-7 (Policy for NSC)**.

VII. WORKING GROUPS

Specific Working Groups shall be set up by the Executive Committee from time to time to look at issues that cut cross the NSC mandate. The scope of work, time period and constituting members of the Working Group shall be decided and approved by the Executive Committee after seeking expression of interest from the members of COMOS. The Executive Committee holds the right to dissolve the working group if its activities are found unsatisfactory or for other reasons that are not in compliance as per the Rules and Regulations of COMOS as outlined in its Memorandum of Association and Operation Guidelines. Working Group members shall have to abide by the COMOS Policy for Code of Conduct for Members attached as **Annexure- 8 (Policy for Code of Conduct for Members)**.

The Working Groups shall be directly accountable to the COMOS Executive Committee. The members of the Working Group shall not directly contact or liaise with other institutions and COMOSs without prior approval of the COMOS Executive Committee. The President and the Secretary shall be copied in all the communications. While organizing any public/bilateral event (conference, lecture, exhibition, etc.) or publication in any medium the Working Group must seek prior approval of the Executive Committee by submitting a formal proposal, budget and proposed funding request. This may have legal and financial implications for COMOS which need to be cleared before proceeding. Any Working Group found in violation of this will be dissolved. For use of COMOS logo refer COMOS Policy on Logo Usage attached as **Annexure-9 (Policy on Logo Usage for COMOS)**.

VIII. THE SECRETARIAT

The staff at the Secretariat shall be appointed by the Executive Committee of COMOS from time to time depending upon the requirement of COMOS. The Executive Committee may appoint an Executive Assistant (ToR enclosed as Annexure 19), Administrative Officer, Accounts Officer, etc. as the need may be. The terms of reference for each post shall be framed by the COMOS Executive Committee and the appointments shall be on a contract basis.

The Staff appointed for the Secretariat for all purposes shall report directly to the Secretary COMOS and their work shall be jointly monitored by the office bearers of Executive Committee.

IX. APPOINTMENTS BY EXECUTIVE COMMITTEE

ARTICLE 12: NATIONAL SCIENTIFIC COUNSELLOR

The COMOS Executive Committee shall appoint a National Scientific Counsellor for monitoring the activities and programs of the National Scientific Committees. Any COMOS member having an experience of minimum 10 years in the field of conservation (heritage related practice / academia) and having been a member of COMOS for at least three consecutive years shall be considered for nomination to the post of the National Scientific Counsellor. The Counsellor shall ensure coordination, information exchange and conflict resolution amongst the NSCs established by the COMOS Executive Committee. The Counsellor will be directly accountable and report to the COMOS Executive Committee. The Counsellor will be assisted by the Secretariat of COMOS. The responsibilities of the Scientific Counsellor shall be as outlined below:

- i. Maintain updated NSC member lists and their Coordinator details from the NSCs with help from the Secretariat.
- ii. Receive announcements of NSC meetings from the respective Coordinators and approve date of the meeting after consulting annual calendar of events of COMOS.
- iii. Receive minutes of meetings from the respective Coordinators and compile same for the Annual Report.
- iv. Receive Annual Plans and Schedules from the respective NSCs Coordinators and review the same.
- v. Provide recommendations on NSC annual plans to Executive Committee for approval.
- vi. Receive and review 6 monthly reports from Coordinators.
- vii. Prepare annual calendar of activities in consultation with NSC and Executive Committee.

ARTICLE 13: FINANCIAL ADVISOR

The COMOS Executive Committee shall appoint a Financial Advisor for COMOS for every financial year. The role of the Financial Advisor shall be as follows:

- i. Advice and recommend in writing lawful procedures to Executive Committee on the issue of national and international fund transfers and payments as and when requested.
- ii. Attend Executive Committee Meeting whenever required to apprise/advice Executive Committee on financial matters.
- iii. Apprise and advice Secretary and Treasurer on the financial issues once in two months.
- iv. Provide inputs in the formation of the Annual Budget of COMOS.
- v. Provide accounting formats and rightful procedures for day to day accounting to the Secretariat of COMOS.
- vi. To advisor on matters relating to taxation, law and finance at the request of Executive committee.
- vii. Advisor may be an individual with required expertise and experience in financial consulting or a firm or a company as may be decided by the majority of the executive committee.
- viii. The terms of appointment as such shall be finalized and concluded in writing.
- ix. Accounting shall meet the **SOPG norms for accounting** as given in **Annexure-10 (Accounting policy)**.

ARTICLE 14: AUDITOR

An auditor shall be appointed as per Rule 18 of RR who shall be a chartered accountant in practice or a firm of chartered accountants eligible to be appointed as an auditor. The auditor shall be independent and should not be related to any of the executive committee members or should not have any other financial interest in the COMOS. Ordinarily an auditor shall be appointed by the executive committee for each financial year.

ARTICLE 15: SECRETARIAT STAFF

The COMOS Executive Committee shall for the day to day workings of the COMOS appoint requisite staff for the Secretariat of COMOS. The roles and responsibilities for the same shall be decided by the Executive Committee as per need basis and outlined in Terms of Reference as detailed out for each staff position. Vacancies shall be advertised through digital or print media.

ARTICLE 16: COMOS MEMBERS

Responsibilities of Members

- i. All members of COMOS, Individual Members, Young Professional Members, Associate Members, Student Members and Sustaining Members and Institutional Members shall

pay an annual subscription fee for membership of COMOS (and thereby ICOMOS) as mentioned in rule 6 of RR failing which membership is subject to cancellation.

- ii. Members of COMOS shall abide with the obligations set out in the MoA and ICOMOS Statutes and Ethical Principles, non-compliance by members shall be reviewed by COMOS and if required by the International Scientific Committees or the Bureau of ICOMOS, which may lead to sanctions.
- iii. In all matters related to the workings of COMOS, the members shall maintain the confidentiality of information and refrain from any kind of activity that could undermine the interests of COMOS.
- iv. Members of COMOS are to refrain from projecting themselves as "consultants/experts/advisors/employees" to COMOS or ICOMOS International by mere virtue of being a member of COMOS. If any member is found to malpractice or falsehood, his/her membership would be revoked immediately.
- v. The intellectual contribution of COMOS Members in any of the activities of COMOS would be duly acknowledged in all activities. However the intellectual property rights for work would rest with COMOS and not with the individual member. In case, an individual member or members have contributed, then they would be duly acknowledged by COMOS. For details refer to COMOS Policy on IPR.
- vi. All members involved in policy/scientific work with COMOS and its scientific committees are required to disclose to COMOS any professional, contractual or voluntary work done on the subject of the policy/scientific work in question to avoid any conflict of interest and duplication of work.
- vii. COMOS members must avoid being judges in their own cause: when they are involved in work concerning a specific site and also participating in advisory or decision-making bodies of local or national authorities, they must not take part in any decisions relating to that site.
- viii. COMOS is a non-profit society and therefore each member is supposed to contribute to its activities on voluntary basis.
- ix. Institutional members would need to collaborate with the various NSCs and at least hold one dissemination event/symposium/conference/exhibition of the work done by them during the financial year.
- x. Students of academic institutions, which are members, should be able to actively participate in the activities of COMOS. Moreover COMOS members should be able to give/expert lectures to the students.

ARTICLE 17: MEMBERSHIP FEES

- i. Members shall pay an annual membership fee which shall be set for each category of member by Executive Committee of COMOS as mentioned in rule 6 of RR failing which membership is subject to cancellation.

- ii. Individual, YPM and Institutional Members will receive cards from ICOMOS International Secretariat in Paris, Associate and Student Members will get Membership Cards from COMOS (as they are not de facto members of ICOMOS International).
- iii. Annual Subscription is non-refundable.
- iv. Late fee of Rs. 100/- per month will be levied if membership fee is paid after due date upto three years after which the membership will be terminated.

ARTICLE 18: TERMINATION OF MEMBERSHIP

- i. The Executive Committee shall have the power to expel a member from the society on the following terms & conditions as per rule 7 of the RR:-
 - a. On his/her death or insanity
 - b. Non-payment of subscription fee on expiry of three years from due date.
 - c. Where Membership has lapsed for a period of up to 3 years, it will be reinstated at the previous membership level, following payment of all fees due for the period lapsed plus the current year. If membership has lapsed for 3 years or more, a new membership application is required.
 - d. On his/her written resignation.
 - e. If he/she has not attended three consecutive meetings of the general body without any intimation.
- ii. Each COMOS member shall be bound to comply with the Rules and Regulations of COMOS as outlined in its Memorandum of Association and Operation Guidelines as well as Statement of Ethical Commitment adopted by ICOMOS in Madrid in 2002 and abide by it at all times. Failure to behave accordingly may result in dismissal.
- iii. If he/she or it is formally struck off the register by the General Assembly or Executive Committee of ICOMOS, or by resolution of the Executive Committee of COMOS, for failure to comply with the Code of Ethics and Standards of Practice or for any other valid cause.
- iv. On misbehaviour, misconduct and harassment of any nature mental or physical or verbal by any member of COMOS with another member.
- v. On inciting members against each other and intimidating the members or restraining them from conducting their duties or from participating in the activities and events of COMOS.

ARTICLE 19: APPEALS

All the appeals should be referred to the Executive Committee of COMOS. The decision of the Executive Committee of COMOS shall be final. The reasons for rejection shall be communicated to the person concerned.

ARTICLE 20: GRIEVANCE REDRESSAL POLICY

The grievance to be redressed as per the Grievance handling policy of COMOS attached herewith as **Annexure-12 (Policy for Grievance Handling)**.

X. MEMBER OBLIGATIONS & CONFLICT OF INTEREST

All members of COMOS are responsible to the Executive Committee in matters related to the workings of the COMOS. Refer to COMOS Policy on Code of Conduct for Members attached as **Annexure-8 (Policy for Code of Conduct for Members)**.

XI. ELECTIONS AND ELIGIBILITY FOR Ex-Com

The rules for elections of COMOS Executive Committee shall be as detailed out in the Rules and Regulations (RR) and Memorandum of Association (MoA) of COMOS. In addition to the rules as mentioned in the COMOS RR following points shall be applicable:

- i. In case of tied votes, the decision would be made by tossing of coin.
- ii. For the duration of office, the same person can stand for a maximum of three terms in the Ex-Com regardless of the position.
- iii. Election Guidelines and relevant forms are attached in **Annexure-1 (COI & MoA)**.

XII. PARTNERSHIPS AND COLLABORATIONS

A proposer for a potential collaboration (member/non-member/institution) may write to the President/Secretary outlining the program for which collaboration is sought. The role of COMOS and the rationale for collaboration must be clearly defined. Financial implications of the partnership must also be indicated. This will be tabled for discussion to the COMOS Executive Committee and a response shall be submitted within 30 working days to the proposer.

A detailed proposal, budget and working mechanism for the collaboration shall then be developed by both partners. Potential conflicts of interest shall be avoided. The Executive Committee shall approve the final MoU with the partner institution which will include the detailed proposal (including deliverables), budget and mechanism for collaboration. Where COMOS receives funds to execute defined scope of work, utilization of funds shall be carried out in accordance with the financial procedures laid out above.

Use of the logo/name of COMOS is subject to Executive Committee approval. A standard template for use of Logo and its guidelines is mandatory to be followed. For details refer to COMOS Policy on Logo Usage. The same is attached and marked as **Annexure-9 (Policy on Logo Usage for COMOS)**.

XIII. COMOS ANNUAL RESOURCES

Resources of COMOS shall derive from the following sources as per rule 16 of RR:

- i. Donations
- ii. Fees
- iii. Grants in aid
- iv. Sale of publications
- v. Government Aid
- vi. Membership Fees

The money collected from the above sources shall be deposited in any of the Scheduled Bank as per rule 16 of RR.

XIV. UTILIZATION OF COMOS RESOURCES

The resources of COMOS shall be utilized by the Executive Committee for undertaking programs and activities that are in accordance with the aims and objectives of the COMOS as outlined in the COMOS Memorandum of Association and towards building a strong infrastructure for running COMOS and as per the prevailing IT regulations.

XV. ACCOUNTING

The accounting system shall be based on the calendar year and shall provide for an income statement, a balance sheet and an attachment, in accordance with the format consistent with the applicable accounting principles. Funds for special programs and for all International Scientific Committees shall be separately tracked within it. Justification shall be given for the use of funds from all grants obtained. All the accounts of COMOS shall be maintained by the Treasurer in consultation with the appointed Financial Advisor. ASOP for accounting is attached and marked as **Annexure-10 (Accounting policy)** for ready reference and observation while accounting.

XVI. POLICY FOR APPROVAL OF PROGRAMS & ACTIVITIES

The organization should take up technically sound and financially viable and fundable programs and activities which can be executed on the basis of the organization's strength or with the help of technical expertise from the Executive committee. All technical proposals by individuals are to be sent to the Executive committee and by the NSCs shall be sent to the EC through the Scientific Counsellor against the call for proposals issued by the EC. However in the case of special events the proposal may be put up to the EC and approval sought for out of turn proposals.

Projects funded by government and other funding agencies may have to maintain an elaborate accounts in the formats prescribed by the funding agencies. All projects have to be executed with the technical advice of the Executive committee, which will also be responsible for monitoring the same. Administrative charges of 20% of the project cost shall be credited towards COMOS corpus. This should enable scientific NSC/zone to take up programs and activities for which sponsors may not be available yet which form the core concerns of the organization. Various concessions and exemptions under the Income Tax Act or other laws are available to COMOS as one organization as a whole and not to its various NSC/zones. Necessary clearances should be obtained by the concerned NSC/zones from executive committee. A template for submission of Zonal proposal is given in **Annexure – 6 (Policy on Programs & Activities) Appendix – A** and template for submissions of NSC proposal is given in **Annexure -7 (Policy for NSC), Appendix – A.**

XVII. FINANCIAL PROCEDURES FOR PAYMENTS

ARTICLE 21: GRANTS FOR NATIONAL SCIENTIFIC COMMITTEE ACTIVITIES

NSC coordinators shall be given grants for carrying out NSC activities and programs as per the call sent out by the Ex-Com. For details Refer to COMOS Policy on NSC attached as **Annexure-7 (Policy for NSC).**

ARTICLE 22: PAYMENTS FOR CONSULTANCY SERVICES

Consultancy requirement if any may be outsourced to external agencies after the same is approved by the Executive Committee and a contract has been signed with the said agency. For such consultancy services outsourced to agencies the following rules shall be applicable for payments:

- i. The Executive Committee must approve the deliverables (for its fulfilment as per quality and standard of the COMOS and as per terms of contract).
- ii. The Agency must inform Executive Committee about the progress of work and satisfactory output of the activities along with the copy of the report/output for comments by the Executive Committee from time to time as per the terms of the Contract.
- iii. All Payments will be made based on the budget approved by Secretariat with information to Executive Committee for the project/activity before initiating the project.
- iv. In case any deviation in the budget happens, it shall be brought into the notice of Executive Committee with justification and shall be made subject to the approval of Executive Committee.
- v. Payments shall be made as per payment milestones detailed out in the terms of the contract and against Statement of Account, Bills and Vouchers duly certified by the Appointed Agency and approved by Secretariat.
- vi. Any Consultancy or “Service” is liable to tax deduction as per applicable rules as recommended by the Government of India.

ARTICLE 23: PAYMENTS FOR VENDOR SERVICES AND SUNDRY ITEMS

- i. All payments above cash limit shall be paid by cheque against the bill (directly to the vendor or “user”)
- ii. Every bill must be countersigned by the “user”/person who made the expense
- iii. Expense sheet must be submitted by the “user” to the Secretariat with all the expense details
- iv. Expense made without bill will not be considered
- v. Any “service” is liable to tax deduction as per applicable rules as recommended by the Government of India
- vi. For institutional payments such as transfer of membership fees, payment to webmaster for website related services, salaries, communication (telephone/courier/email etc.) and other institutional payments, the Secretariat shall prepare relevant vouchers which will be counter signed by Secretary/Treasurer with the invoice attached to the voucher. All payments will be issued based on the annual budget approved by the Executive Committee. For any out of budget expenditure above Rs 1,00,000/- Executive Committee approval will be sought as per rule 17 of RR.

ARTICLE 24: REIMBURSEMENT OF EXPENSES TO EX-COM MEMBERS AND INVITED GUESTS

- i. Office bearers and scientific counsellor/co-ordinators shall bear their own expenses as contribution to the organisation for local travel. For outstation travel the Ex-Com

- members would be entitled to a travel bursary of two tier AC fare or equivalent for the three mandatory Ex-Com meetings and AGM.
- ii. Persons including members invited as experts/key note speakers on technical seminars could be reimbursed for actual expenses (like travel, boarding and lodging) on producing the bills for which prior approval of Ex-Com should have been obtained.
 - iii. COMOS is a non-profit society and therefore each member is encouraged to contribute to its activities on voluntary basis.

XVIII. DIGITAL PRESENCE OF COMOS

In order to further the programs and initiatives of COMOS, aid the expansion of its membership base, document its activities, publications and research work undertaken and for effective communication with its members, the COMOS Executive Committee shall set up a website for COMOS, presently the website is www.icomosindia.com. In addition to the above domain names www.icomosindia.com have also been registered in the name of COMOS. For public outreach and for coordination with its members and statutory bodies, the Executive Committee shall explore and make use of new cutting edge technology on social media platforms such as Facebook, Twitter, LinkedIn, Whatsapp, etc. as may be deemed appropriate or develop its own internal communication app or platform if the executive committee decides. The Executive Committee shall take adequate care to ensure that the copyright as well as personal data stored at the site or digital content put up by the COMOS or privacy of individuals is not compromised in any situation. The website may have separate access for the governing body members and general body members so that the classified or confidential information may not be accessible to public at large.

Facebook: There shall be only one official account for COMOS on Facebook. Existing pages/group should also include EA/ Secretariat COMOS India as admin. Circular should be issued making it mandatory for any person to have prior approval of EC before setting up any new page or group in the name of COMOS.

Twitter: There shall be only one official account for COMOS at Twitter

Linkedin: There shall be only one official account for COMOS at linkedin

Whatsapp: preferably one official number should be used for the whatsapp of the COMOS India. In existing groups, President and Secretary of COMOS India should be added as admin.

An official channel may be created to highlight the work of COMOS and its members who have been doing good work on issues of cultural and natural heritage of India. This may be a tool for engaging with public and showcasing COMOS work. For details refer to

COMOS Policy for Digital Presence and Social Media attached as **Annexure- 13 (Policy for Digital Presence & Social Media)**.

XIX. INTELLECTUAL PROPERTY RIGHT (IPR)

The intellectual property rights of the services provided to COMOS by the individual member/consultant/service provider will be determined on case to case basis. For details refer to COMOS Policy on IPR attached as **Annexure-14 (Policy on IPR)**.

XX. USE OF NAME, LOGO OR OFFICIAL SEAL OF COMOS

Any member of COMOS shall not in any manner whatsoever advertise, display, appropriate for personal use the name, registered logo, official seal of COMOS, any abbreviation of the name of COMOS, any official designation or membership status with COMOS or ICOMOS as may have not been conferred on the member by either of the COMOSEC, in connection with his/her business or otherwise. For details refer to COMOS Policy on Logo Usage attached as **Annexure-9 (Policy on Logo Usage for COMOS)**.

XXI. RELATIONSHIP WITH ICOMOS

ARTICLE 25: LIAISON WITH ICOMOS

The President shall be an ex-officio member of the ICOMOS International Advisory Committee as mentioned in sub-rule v of rule 10 of the RR. He or she shall represent COMOS *vis-à-vis* third parties. He or she shall be responsible for liaison between COMOS and the general bodies of ICOMOS. He shall be responsible to keep the Executive Committee apprised on all matters and discussions at the International Level. All communication with international secretariat is required to be copied to the Secretary.

ARTICLE 26: RIGHTS AND DUTIES AS ICOMOS MEMBERS

- i. Members of COMOS shall commit to comply with the ICOMOS Statutes and Ethical Principles, with the decisions of the General Assembly and the Board.

ARTICLE 27: MEMBERSHIP FEES

- i. COMOS shall collect the annual membership dues. COMOS shall take the necessary steps to promptly transfer the collected membership dues to the International Secretariat.

- ii. Applicable taxes shall be levied on the membership fee.
- iii. All members shall have the right to attend the General Assembly and may be designated to be a voting member at the General Assembly within the conditions set out in the ICOMOS Statutes
- iv. Only individual members shall be eligible for holding office within ICOMOS

ARTICLE 28: VOTING RIGHTS FOR ICOMOS GENERAL ASSEMBLY

- i. All Individual and Young Professional COMOS members (and therefore members of ICOMOS) shall have the right to attend; only the voting members designated as prescribed in the ICOMOS Statutes may exercise voting rights. The number of votes for COMOS shall be as prescribed by the ICOMOS Statutes depending upon the total number of COMOS members. The following members of COMOS shall be considered to vote at the General Assembly:
 - a. All Executive Committee members at the time of General Assembly become voting members (9 votes)
 - b. Voting members on behalf of their ISCs
 - c. Members who may want to attend the General Assembly and vote for the Elections
- ii. Voting members duly nominated may give a proxy to another voting member of COMOS. No member shall have more than four proxy votes in addition to his/her own

XXII. ARBITRATION

Any controversy or dispute concerning the workings of the COMOS or arising out of collaborations and partnerships with other external COMOSs shall be settled by negotiation between the two parties. If it is not settled amicably, it shall be submitted, to an independent arbitrator as may be mutually agreed upon.

XXIII. REFERENCE FOR COMPLIANCE WITH NATIONAL AND INTERNATIONAL LAWS

For all Indian laws or matters pertaining to Indian Operations, the Executive Committee shall be guided by duly appointed legal advisors. For the legal matters where there is ambiguity in application of International law and its applicability to the laws in India. The Executive Committee may seek guidance from President of ICLAFI.

XXIV. STATUTORY COMPLIANCES

COMOS is registered under Societies Act, all other compliances of respective authorities needs to be done. For ready reference a checklist of compliance with due date is attached in the **Annexure-20 (Statutory Compliances)**.

XXV. GUIDELINES FOR SUBMISSIONS ON HERITAGE ISSUES

For issues brought to the notice of the Ex-Com by COMOS members or general public or through media reporting shall be addressed as per procedure set out in COMOS Policy for Submissions on Heritage Issues attached as **Annexure- 15 (Policy for Submissions on Heritage Issues)**.

XXVI. GUIDELINES FOR OFFICIAL PRESS NOTE

For official notification regarding the stand of COMOS on various issues related to heritage, programs and initiatives of COMOS the press note and media reporting shall be preapproved by the Ex-Com. The President and Secretary shall be the official spokesperson for the organization. For details refer to COMOS Policy for Media Reporting attached as **Annexure-16 (Policy for Media Reporting)**.

XXVII. NOMINATIONS AND ENDORSEMENT OF COMOS MEMBERS TO EXTERNAL-COMMITTEES AND PROGRAMS

For nominations and endorsements of COMOS members to external committees, working groups, exchange programs procedure as detailed out in COMOS Policy for Nominations and Endorsement of COMOS Members needs to be adhered to. The same is attached as **Annexure-17 (Policy for Nominations & Endorsement of COMOS Members)**.

XXVIII. COMOS POLICY FOR OFFICIAL COMMUNICATIONS

For all communications between the Ex-Com members, NSC Counsellor, NSC members with members of COMOS and with external partner organizations official email ID shall be

used at all times. Whenever there is any change, the password for the same shall be handed over to the next incumbent. The policy of official Communication is attached herewith as **Annexure-18 (Policy for Official Communications)**.

XXIX.ANNEXURES

ANNEXURE 1 : COI & MoA



CERTIFICATE OF REGISTRATION

Registration No. S/1344/SDM/NW/ 2012

I hereby certify that "COUNCIL ON MONUMENTS AND SITES"
Located at H-254, G.F. Sector-16, Rohini, Delhi. has been registered
under: THE SOCIETIES REGISTRATION ACT OF 1860.

Given under my hand at Delhi on this 1st day of October
2012 (Two Thousand and Twelve).

Fee of Rs. 50/- paid



**REGISTRAR OF SOCIETIES
DELHI**

**(V.K.JAIN)
REGISTRAR OF SOCIETIES
DISTRICT NORTH-WEST
GOVT. OF NCT OF DELHI
REGISTRAR OF SOCIETY
DISTT. NORTH-WEST
GOVT. OF NCT DELHI**

* This document certifies registration under The Societies Registration Act, 1860. However, any
Government Department or any other Association / Person may kindly make necessary Certification
(on their own) of the assets and liabilities of the society before entering into any contract / agreement
With them. Area of Working India

v

MEMORANDUM OF ASSOCIATION

1. Name of the Society : Name of the society shall be Council on Monuments and Sites.
2. Registered office : The Registered Office of the Society is at H.No. 254, Ground Floor, Sector-16, Rohini, Delhi.
- Area of operation : All over India
3. Objects of the Society : Following are the aims and objects of the Society.
 - i) The aim of the Society shall be to further the conservation, protection rehabilitation and enhancement of historical monuments, groups of buildings and sites on the national level for the benefit of the general public. The following definition of monuments and sites shall be broadly followed by the Society and interpreted in the context of India to include the living traditions and traditional practices associated with built heritage.
 - ii The term monument' shall include all structures (together with their pertinent fixtures and contents) which are of value from the historical artistic, architectural, scientific, social spiritual or ethnological point of view. This definition shall include works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, have dwellings and all

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- iii The term "Group of buildings" shall include all groups of connected buildings and their surroundings whether urban or rural, which, because of their architecture their homogeneity or their place in the landscape are of value from the historical, artistic, scientific social, spiritual or ethnological points of views.

Rohit Jigyasu

PRESIDENT

Jas Banna
SECRETARY

Manish Pandit
TREASURER

- iv. The terms "monument", "site", and "group of buildings" shall not include:
 - Museum collections housed in monuments;
 - archaeological collections preserved in museums or exhibited at archaeological or historic site museums;
 - Open air museums.

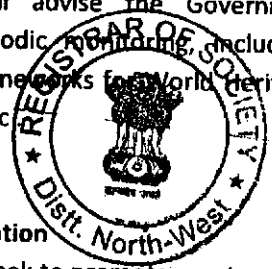
- b) The Society shall serve as a forum for discussion and for the exchange of information on matters of principle, and of technical, legal and administrative practice, affecting the conservation, restoration, rehabilitation and enhancement of monuments, sites and groups of buildings and historic landscapes for the benefit of the general public. It shall communicate with ICOMOS to understand global approaches, practices and trends in the field and present national perspectives on the same.

- c) **Establish National Scientific Committees**
 The Society will encourage the establishment of National Scientific Committees to promote research in specific themes related to the conservation, rehabilitation and enhancement of cultural heritage sites and disseminate the research to the general public.

- d) **World Heritage**
 The Society will advise the Government on World Heritage nomination, periodic monitoring, including the conservation and management frameworks for World Heritage Sites for the benefit of the general public.

- e) **Regional Cooperation**
 The Society will seek to promote greater regional co-operation within the SAARC territories to promote greater understanding and regional exchange in the heritage field and to guarantee the generational renewal of all heritage professionals in the region for the benefit of the general public.

- f) **Advisory Role in the field of Heritage Conservation**
 The Society shall perform an advisory role to various Government institutions on policy matters in the field of heritage conservation.



Kavith Jayasinghe
 PRESIDENT

Tara Sharma
 SECRETARY

Prakash Kumar
 TREASURER

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g) **Awareness and Capacity Building for Young Professionals**

In addition to the above, the Society will facilitate, through its expert members, capacity building and professional training programmes for young professionals,

h) **Seminars, Conferences, Discussions, Exhibitions**

The Society shall organize regular seminars, meetings, conferences and exhibitions at the regional and national level to discuss heritage issues relevant to the Society's mandate so that the general public is benefited.

i) **Heritage Education**

It shall promote a better understanding of the country's diverse multi-cultural heritage sites among the university and school children through regular awareness workshops and programmes.

j) **Promote Traditional Building Crafts Skills**

The Society shall engage with traditional building craftspersons to document traditional building crafts skills and knowledge systems as well as promote and preserve such skills through the organization of regular workshops, training programmes.

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k) **Partnerships with Community Based Village Bodies and Institutions**

The society shall work at the rural level in developing capacities of community based village bodies and institutions to manage, preserve, rehabilitate and enhance their heritage by providing access to technical expertise and resources. It shall serve to mainstream heritage concerns at the village level with decision making bodies at the district, state and central administration.

Rohit Jyotsna
PRESIDENT

Tara Sharma
SECRETARY

Prakash
TREASURER

I)

Collaboration with Urban Civic Bodies and Administration

At the urban level, the Society will work with municipalities and urban governance in promoting the preservation, rehabilitation and enhancement of historic centres and monuments by providing technical expertise. It shall work closely with urban civic bodies and administration as well as communities living in and around historic centres on issues of urban heritage conservation.

All the income, earnings movable and immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the society shall have any personal claim or any movable or immovable properties of the society or make any profits, whatsoever by virtue of his membership.

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Pratigya
PRESIDENT

Tara Sharma
SECRETARY

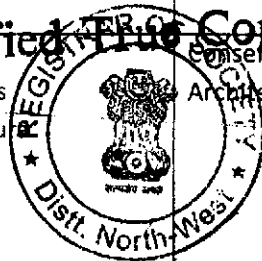
[Signature]
TREASURER

4. EXECUTIVE COMMITTEE

The Names, addresses, occupations and designation of the present members of the Executive Committee to whom the management of the society is entrusted as required under Section 2 of the Society Registration Act, 1860 as applicable to the state of Delhi is as follows:

S.No.	Name & Father's Name	Full Address	Occupation/Designation	Signature
1.	Shri Rohit Jigyasu S/O Shri Hari Jigyasu	Present Address House No. 105, Sec 16 A, Chandigarh Permanent Address House No. 105, Sec 16 A, Chandigarh	Conservation Architect	President <i>Rohit Jigyasu</i>
2.	Smt Rima Hooja D/O Shri Bhupendra Hooja	Present Address 11, Uniara Garden Moti Doongri, Jaipur Permanent Address 11, Uniara Garden Moti Doongri, Jaipur	Historian/ Archaeologist	Vice President <i>Rima Hooja</i>
3.	Smt Tara Sharma D/O Brij Mohan Sharma	Present Address D-7 Kailash Colony New Delhi 110048 Permanent Address D-7 Kailash Colony New Delhi 110048	Heritage Management Professional	Secretary <i>Tara Sharma</i>
4.	Shri Munish Pandit S/O Shri Kata Ram Pandit	Present Address 45, Triveni Apartments West Enclave, Pitampura New Delhi 110034 Permanent Address 45 Triveni Apartments West Enclave Pitampura New Delhi 110034	Conservation Architect	Treasurer <i>Munish Pandit</i>

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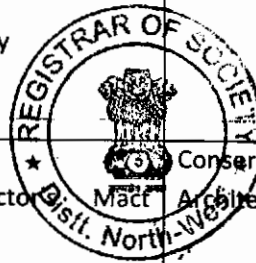
Rohit Jigyasu
PRESIDENT

Tara Sharma
SECRETARY

Munish Pandit
TREASURER

5.	Smt Yaaminey Mubayi D/O Shri Ashok Mubayi	Present Address BB-3 Greater Kailash -II New Delhi 110048, Permanent Address BB-3 Greater Kailash -II New Delhi 110048,	Social Sciences and Development Professional	Executive Member <i>Yaaminey Mubayi</i>
6.	Shri Maninder Singh Gill S/O Shri Mohinder Singh Gill	Present Address 556 Sector 29 NOIDA Uttar Pradesh Permanent Address 556 Sector 29 NOIDA Uttar Pradesh	Art Conservator	Executive Member <i>[Signature]</i>
7.	Smt Sangeeta Bais <i>D/O Shri S.N.S. Bais</i>	Present Address <i>14</i> T Sector 8, Jasola Vihar New Delhi 110025 Permanent Address A-446 Koel Nagar Rourkela Orissa 769014	Conservation Architect	Executive Member <i>Sangeeta</i>
8.	Shri Sree Kumar Menon S/O Shri Aravinda Kshamenon	Present Address 43A Matruhridayam 22 Thrissur Municipality Thrissur, Kerala Permanent Address 43A Matruhridayam 22 Thrissur Municipality Thrissur, Kerala	Art Conservator	Executive Member <i>V. S. Menon</i>
9.	Shri Ajay Khare S/O Shri Prem Prakash Khare	Present Address H. No. 1/1 Director's Residency MANIT Campus Bhopal, M.P. Permanent Address H. No. 1/1 Director's Mact	Conservation Architect <i>Dist. North-West</i>	Executive Member <i>Ajay Khare</i>


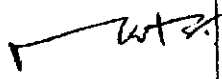
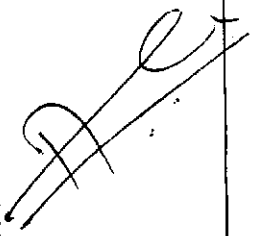
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Rajiv Jyotsna
PRESIDENT

Tara Sharma
SECRETARY

Amir Khan
TREASURER

		Residency MANIT Campus Bhopal, M.P.		
10.	Shri Vikas Dilawari S/O Shri Ved Prakash Dilawari	Present Address 273/6 Jawahar Nagar, Goregaon West Road No. 12, Mumbai 400062 Maharashtra Permanent Address 273/6 Jawahar Nagar, Goregaon West Road No. 12, Mumbai 400062 Maharashtra	Conservation Architect	Executive Member 
11.	Shri Sathya Venkata Suryanarayan Murthy Gullapalli S/O Shri Gullapalli Venkata Bhaskara Murthy	Present Address 2-2-1130/20-B F-15, 2nd Floor New Nallakunta Prasanthi Nagar Hyderabad Andhra Pradesh Permanent Address 2-2-1130/20-B F-15, 2nd Floor New Nallakunta Prasanthi Nagar Hyderabad Andhra Pradesh	Conservation Architect	Executive Member 
12.	Shri Alok Tripathi S/O Dr. Ram Gopal Tripathi	Present Address Head Department of History Assam University Silchar - 788011 Permanent Address 1/30 Vasundhara Dist Gazhiabad - 201012 (U.P.)	Archaeologist	Executive Member 

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Rohit Jigyasu
PRESIDENT

Tara Sharma
SECRETARY

Minik Pandit
TREASURER

5. DESIROUS PERSONS :

Rohit Jigyasu

We the undersigned are desirous of forming a Society namely
Council on Monuments and Sites under the
 Societies Registration Act 1860 as applicable to the state of New
 Delhi in pursuance of this Memorandum of Association of the
 society.

S.No.	Name & Father's Name	Full Address	Signature
1.	Shri Rohit Jigyasu S/O Shri Hari Jigyasu	Present Address House No. 105, Sec 16 A, Chandigarh Permanent Address House No. 105, Sec 16 A, Chandigarh	President Rohit Jigyasu
2.	Smt Rima Hooja D/O Shri Bhupendra Hooja	Present Address 11, Uniara Garden, Moti Doongri, Jaipur Permanent Address 11, Uniara Garden, Moti Doongri, Jaipur	Vice President Rime Hooja
3.	Smt Tara Sharma D/O Brij Mohan Sharma	Present Address D-7 Kailash Colony New Delhi 110048 Permanent Address D-7 Kailash Colony New Delhi 110048	Secretary Tara Sharma
4.	Shri Munish Pandit S/O Shri Kata Ram Pandit	Present Address 45, Triveni Apartments, West Enclave, Pitampura, New Delhi 110034 Permanent Address 45 Triveni Apartments, West Enclave, Pitampura, New Delhi 110034	Treasurer Munish Pandit
5.	Smt Yaaminey Mubayi D/O Shri Ashok Mubayi	Present Address BB-3 Greater Kailash New Delhi 110048, Permanent Address BB-3 Greater Kailash -II New Delhi 110048,	Executive Member Yaaminey Mubayi

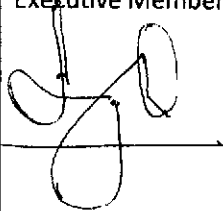

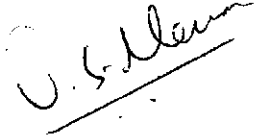
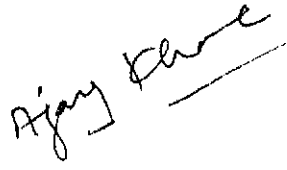


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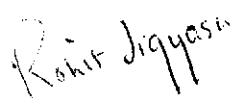


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Tara Sharma
 SECRETARY

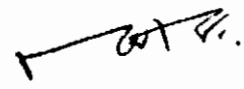
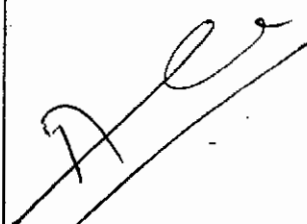
Munish Pandit
 TREASURER

6.	Shri Maninder Singh Gill S/O Shri Mohinder Singh Gill	Present Address 556 Sector 29, NOIDA Uttar Pradesh Permanent Address 556 Sector 29, NOIDA Uttar Pradesh	Executive Member 
7.	Smt Sangeeta Bais A/o Shri S.N.S. Bais	Present Address 14 T Sector 8, Jasola Vihar New Delhi 110025 Permanent Address A-446 Koel Nagar Rourkela Orissa 769014	Executive Member 
8.	Shri Sree Kumar Menon S/O Shri Aravinda Kshamenon	Present Address 43A Matruhridayam 22 Thrissur Municipality Thrissur, Kerala Permanent Address 43A Matruhridayam 22 Thrissur Municipality Thrissur, Kerala	Executive Member 
9.	Shri Ajay Khare S/O Shri Prem Prakash Khare	Present Address H. No. 1/1 Director's Mact Residency MANIT Campus Bhopal, M.P. Permanent Address H. No. 1/1 Director's Mact Residency MANIT Campus Bhopal, M.P.	Executive Member  
10.	Shri Vikas Dilawari S/O Shri Ved Prakash Dilawari	Present Address 273/6 Jawahar Nagar, Goregaon West Road No. 12, Mumbai 400062 Maharashtra Permanent Address 273/6 Jawahar Nagar, Goregaon West	Executive Member 


PRESIDENT


SECRETARY


TREASURER

		Read No. 12, Mumbai 400062 Maharashtra	
11.	Shri Sathya Venkata Suryanarayan Murthy Gullapalli S/O Shri Gullapalli Venkata Bhaskara Murthy	Present Address 2-2-1130/20-B F-15, 2nd Floor New Nallakunta, Prasanthi Nagar Hyderabad Andhra Pradesh Permanent Address 2-2-1130/20-B F-15, 2nd Floor New Nallakunta, Prasanthi Nagar Hyderabad Andhra Pradesh	Executive Member 
12.	Shri Alok Tripathi S/O Dr. Ram Gopal Tripathi	Present Address Head Department of History Assam University Silchar - 788011 Permanent Address 1/30 Vasundhara Dist Gazhiabad - 201012 (U.P.)	Executive Member 

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SANJEEV JAIN (N.P.)
Delhi Reg. No. 2599

We the undersigned verify that the above signatories are known to us and they put their signatures in front of us. We also declare that we are not members of the society.

ATTESTED

1. Signature :

2. Signature :

Name :

Name :

Occupation :

Occupation :

Full Address :

Full Address :

PRESIDENT

SECRETARY

TREASURER



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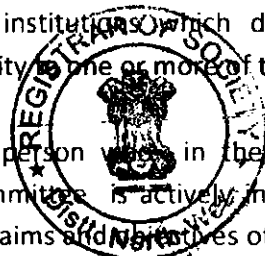
[Signature]
REGISTRAR OF SOCIETIES
DISTT. NORTH-WEST
GOVT. OF NCT DELHI

OFFICE OF THE REGISTRAR OF SOCIETY
Distt North-West Karol Bagh, Delhi
Registration No. 134A
Documents No. 1845
Date 1-10-12

RULES AND REGULATIONS

1. Name of the society : Name of the Society shall be **Council on Monuments and Sites**
2. Membership : The following persons will be eligible as the members of the Society.
 - a) A citizen of India who has completed eighteen years of age at the time of his/her application for such admission.
 - b) Persons engaged in the conservation of monuments, groups of buildings and sites as a member of the scientific, technical or administrative staff of national, regional or local monuments, fine art or antiquities services, a decision maker or a specialist engaged in the conservation, restoration, rehabilitation and enhancement of monuments, groups of buildings and sites including, as appropriate, architects, town planners, historians, archaeologists, ethnologists, archivists, material conservators, heritage managers and any other profession, occupation or trades directly engaged in the conservation of monuments and sites.
 - c) Any institution concerned with the conservation, protection, rehabilitation, enhancement or animation of historical monuments, groups of buildings and sites, institutions which have in their charge historical monuments, groups of buildings and sites and institutions which devote all or part of their activity to one or more of the objectives listed above.
 - d) Any person who in the opinion of the Executive Committee is actively interested or concerned with the aims and objectives of the society.
 - e) No person shall be eligible for admission as a member who has been declared as a lunatic or insolvent.

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[Signature]
PRESIDENT

[Signature]
Tara Sharma
SECRETARY

[Signature]
TREASURER

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3. **Classification of Membership**

: The membership is classified as under

1. **Individual Members** : Persons, as defined in Rule 2, with a minimum of 5 years of proven expertise in his/her field
- 1 a) **Young Professionals** : A sub category of Individual membership, it is applicable to persons below 30 years of age
2. **Associate Members**: Any individual. As defined in Rule 2, who supports the mandate of the Society as defined in the Memorandum of Association
2. a) **Student members** is a sub category of Associate membership and is open to students pursuing post doctorate and doctorate degrees in related fields of heritage conservation.
3. **Institutional Members**: An institution, as defined in Rule 2, that has been in existence for a minimum period of 5 years.
4. **Sustaining Members**: Any individual, as defined in Rule 2, who wishes to financially support the aims and objectives of the Society.
5. **Honorary Members**: A special category of membership that is conferred by the General Body on the proposal of the Executive Committee upon individuals who have rendered distinguished services in the field of the conservation, restoration and enhancement of historical monuments, sites and groups of buildings.

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The Society shall encourage membership from all geographical regions of India through the creation of 6 zones each of which shall be represented in the Executive Committee having regional representation to the national committee. These 6 zones are constituted as follows:

1. North Zone – Himachal Pradesh, Jammu and Kashmir, Punjab, Haryana, Chandigarh, Delhi, Uttaranchal
2. West Zone – Rajasthan, Gujarat, Maharashtra, Goa, Dadar and Nagar haveli, Daman & Diu
3. Central zone – Madhya Pradesh, Uttar Pradesh

Rohit Jyotsna
PRESIDENT

Shashana
SECRETARY

Rohit Kishit
TREASURER

4. East Zone – Bihar, Orissa, Jharkhand, Chattisgarh, West Bengal, Andaman and Nicobar Islands
5. South Zone- Andhra Pradesh, Kerala, Karnataka, Tamil Nadu, Puducherry, Lakshwadeep Islands
6. North East Zone – Meghalaya, Tripura, Manipur, Sikkim, Assam, Mizoram, Nagaland, Arunachal Pradesh

4. Process of Application

Any individual or institution wishing to become a member of the Society shall complete an application form and forward it to the Secretary of the Society for approval. The Secretary shall table all applications received to the Executive Committee for approval. The quorum for an Executive Committee meeting to approve membership shall be a minimum of 6 members of the total strength of 12 Executive Committee members. Upon reviewing the application, the Executive Committee will approve membership based on the various categories of memberships. Upon notification from the President of acceptance of his/ her application, he/she shall pay membership dues, the annual amount of which shall be set by the Executive Committee

5. Membership Benefits

In exchange for payment of dues, each member shall receive a membership card, periodic publications and such other advantages as the Executive Committee of the Society shall from time to time decide.

6. Fees

All members shall pay annual subscription fee as determined by the Executive Committee for membership, failing which membership is subject to cancellation. Fee for each category shall be no less than the following.

	Registration Fee	Annual Membership Renewal
INDIVIDUAL MEMBERS	Rs. 5,000	Rs. 3,500
YOUNG PROFESSIONALS	Rs. 2,500	Rs. 1,500
ASSOCIATE MEMBERS	Rs. 2,500	Rs. 1,500
STUDENT MEMBERS	Rs. 1,500	Rs. 500
INSTITUTIONAL MEMBERS	Rs. 50,000	Rs. 25,000
SUSTAINING MEMBERS	(min) Rs. 50,000	

Rohit Jyotsu
PRESIDENT

Tara Sharma
SECRETARY

Mini Reddy
TREASURER

7. **Suspension from membership**

Members can be suspended in the following ways .

- a. On the death of the member.
- b. If he/she or it should resign at the end of a calendar year, after having given the Society written notice to that effect three months in advance, and after having paid his/ her/ its dues for the current year.
- c. On working against the objects of the society.
- d. If found guilty by the Executive Governing Body.
- e. If he/she/ it is formally struck off the register by the General Assembly or Executive Committee of the Society, or by resolution of the Executive Committee of the Society, for failure to comply with the Code of Ethics and Standards of Practice, for non-payment of dues or for any other valid cause.
- f. If he/ she has not attended three consecutive meetings of the general body without any intimation.

Appeal of the above suspension in written upto 15 day to the Governing body is left to the decision of majority of Governing body will be final.

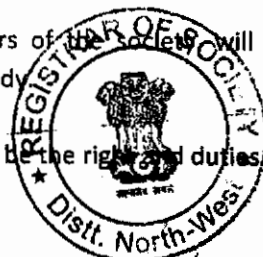
8. **General Body**

All the members of the society will constitute the General body

9. **Right and duties of the General body**

Following shall be the right and duties of the General body.

- a. To hold elections of the Executive Committee .
- b. To amend or change the constitution with approval of 2/3 majority of the total members of the society . Amendment will effect after receiving certified copy from the office of the Registrar of Society Act after filing the amendment It shall approve the annual report and the accounts of the Society, approve the rate of membership dues



Rohit Jigyasu
PRESIDENT

Tara Sharma
SECRETARY

Manish Pandey
TREASURER

- c. To approve the annual budget and annual report of the Society

**10. Meetings of the
General Body**

Annual General meeting

The Annual General Meeting of the Society shall consist of all the members of the General Body. The quorum at the Annual General Meeting of the Society shall be 25% of total membership and at least 55% of voting members. Should this quorum not be reached, the assembly shall be convened again, at the same place, 24 hours later; its decisions shall be valid whatever the number of members present. The Annual General Meeting shall be convened not later than 30th June in each year. The Secretary shall notify all members of the Society of the time and place of the meeting by letter sent no less than 4 weeks prior to the date of the meeting. All members shall be entitled to attend the Annual General Meeting.

- i) The Annual General Meeting shall not be convened in the same "region" for more than two consecutive years.
- ii) Institutional members shall designate a duly qualified individual to represent them at the Society's Annual General Meeting and vote thereat
- iii) The President shall present to the meeting an annual report to members on the Society's activities, and the Treasurer shall present the annual audited accounts.
- iv) Between Annual General Meetings the Executive Committee shall be empowered to act on the Society's behalf. It shall be responsible for the day to day operations of the Society, for the preparation and execution of the Society's programme of activities, for the collection of membership dues, for the recruitment of members and otherwise for promoting and achieving the aims and objects of the Society.
- v) The President of the Society shall convene and preside over the Annual General Meeting and meetings of the Executive Committee. In the absence of the President, the meeting shall elect its own chair for the meeting. The Secretary shall draw up their agenda. The President shall be an ex-officio member of the ICOMOS International Advisory Committee. He or she shall represent the Society vis a vis third parties. He or she shall be responsible for liaison between the Society and the governing bodies of ICOMOS.

Rohit Jigase
PRESIDENT

Tara Sharma
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Minis Bhat
TREASURER

Special General Meeting

- i) A special General Meeting of the Society may be called at any time by a resolution of the Executive Committee, or by requisition of 33% of the voting members. The Secretary shall notify all members of the Society of the time and place of the meeting, and the business to be transacted at the meeting, no less than 21 days prior to the date of the meeting. All members of the Society shall be entitled to attend a Special General meeting and vote thereat, either personally or by proxy.
- ii) The quorum at a Special General Meeting shall be 33 percent of the members. A Special General Meeting may only deal with business which has been included in the Notice of Meeting sent out by the Secretary.
- iii) Elections of the executive cannot be conducted in the Special General Meeting.

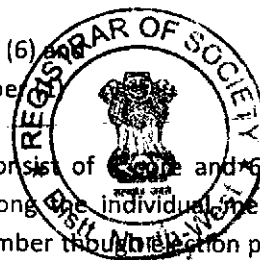
11. Formation of Executive Committee

Office bearers are appointed in the Executive Committee for the smooth working of the Society.

- i. The administrative structure of the Society shall comprise of an Executive Committee composed of:

1. President, (1)
2. Vice President (1)
3. Secretary (1)
4. Treasurer (1)
5. Regional members (6)
6. Institutional member

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- ii) The Executive Committee shall consist of 10 regional representatives elected from among the individual members of the Society and 1 Institutional member through election process as outlined below.
- iii) The President, Secretary and Treasurer shall be considered as office holders of the society.
- iv) The tenure of the Executive Committee shall be for a term of 3 years.
- v) The decisions of the Executive Committee shall be taken by a majority vote of members present or represented by proxy. Members of the Executive Committee may give their proxies to

Rohit Jigyasu
PRESIDENT

Tara Sharma
SECRETARY

Manish Bhat
TREASURER

any other member of the Executive Committee but these proxies shall not count in the calculation of a quorum. The quorum of the Executive Committee shall be 6 members personally present, at least two of whom shall be office holders of the Society under article 6 (a)iii of these rules and at least one of whom shall come from a region other than that in which the Committee meeting is being held.

- vi) The Common Seal of the Society shall be kept by the Treasurer, and shall be affixed only by resolution of the Executive Committee and in the presence of two members of the Executive Committee, one of whom shall be the President or the Secretary.

12. Elections for the Executive Committee

An Election officer will be appointed by the Executive Committee. Members of the Executive Committee shall be elected as per the election rules laid as follows:

- i. The Executive Committee shall decide on the date of election no later than eight weeks prior to the Annual General Meeting (AGM) at which time the election results will be announced.
- ii. The President shall dissolve the Executive Committee after declaring the schedule of the elections and the name of the returning officer for the election.
- iii. A returning officer for the election shall be nominated by the Executive Committee who will be an individual member neither contesting nor endorsing any nomination.
- iv. The secretary shall circulate a notice to all voting members announcing the elections and calling for filing of nominations.
- v. Voting members will include all individual members, Young professional and Institutional members.
- vi. Candidates shall be given at least three weeks to file their nomination. The last date for receiving nominations shall be at least five weeks prior to the AGM.
- vii. Every candidate for election shall be invited to sign in his/ her nomination in the prescribed form along with the following information:
 - a. Name, Membership Number & Category, Post for which he/she desires to contest election, Occupation, Residential address, Experience

Rohit Jigyasu
PRESIDENT

Tara Sharma
SECRETARY

Anshu Kishor
TREASURER

- viii. Each nomination must be signed by a proposer and seconder both of whom must be valid voting members of the Society. A proposer and seconder can support only one candidate in each category / position.
- ix. Candidates must email their completed nomination forms along with scanned copies of relevant documents to the returning officer within three weeks of the election notice. The returning officer shall circulate a ballot sheet with the final list of names of valid candidates for election through electronic mail to each voting member (the same shall be displayed on the website), at least four weeks before the Annual General Meeting.
- x. Returning officer shall announce the list of valid candidates within a week of last date of filing nomination to all voting members through email/website notifications.
- xi. Any candidate who wishes to withdraw his/her name from the list can do so by writing to the returning officer within a week of publishing of the candidate list.
- xii. The final list of candidates for the various posts shall be announced on the website and through email to all voting members by the returning officer no less than two weeks prior to the AGM.
- xiii. All voting members shall post their vote by e-mail, procedure for which shall be posted on the web site or to all voting members by the returning officer.
- xiv. The returning officer shall receive votes by email or through online voting till not more than two days before the AGM.
- xv. Each voting member shall elect one regional representative from his/her region (based on the registered address of the member at the time of membership) and for the four other positions of office bearers: President, Vice President, Secretary and Treasurer.
- xvi. The Returning officer shall collate all the emailed ballots and count and scrutinize them in the presence of two members (as witness) and announce the results at the Annual General Meeting.
- xvii. Results of the elections shall be considered confidential by returning officer till he/she is authorized to announce them in the AGM by the President.
- xviii. The seat for institutional member in the Executive Committee shall be held by rotation among the various institutional members based on a draw of lot. The name of the institutions completing their term will be withdrawn from the lot at the next draw.
- xix. In the event of an insufficient number of nominations being received for the position of President and/or Executive Committee

Rohit Jyash
PRESIDENT

Tara Sharma
SECRETARY

Prakash Pandey
TREASURER

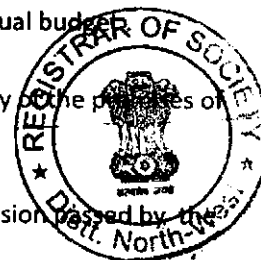
as herein before provided, those nominated shall be declared elected and floor nominations called for the remaining positions. If the number of persons nominated from the floor exceeds the number of vacant positions, an election shall be held. The proposer and seconder of any such nomination must be a member or a delegate for an Institutional Member.

- xx. All individual and institutional members who have paid their dues for two consecutive years prior to election shall be eligible to contest and vote in the elections. Defaulting members must pay arrears at least 6 months prior to election to be able to participate in the elections.
- xxi. At least 60% of total voting members should vote in the election to render the election valid.
- xxii. The President and members of the Executive Committee shall hold office until their successors are elected at the next Annual General Meeting.
- xxiii. Should the position of President, or a seat on the Executive Committee fall vacant prior to the completion of term, members of the Executive Committee shall nominate/ elect the successor for a period of not more than six months, & hold election for the vacant post as per the rules. New elected member will only serve for balance of the term of office of the previous occupant.

**13. Right and duties of the :
Executive Committee**

1. To appoint or suspend members.
2. To prepare the annual budget.
3. To ensure the safety of the properties of the society.
4. To execute the decision passed by the General body.
5. To constitute sub – committees to manage the different activities.
6. To do all the works which are in the interest of the society.
7. To apply and accept loan of any amount

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Rohit Jyoti
PRESIDENT

Tara Sharma
SECRETARY

Manish Khandelwal
TREASURER

from any institution, Bank, Private body, Members or outside person/s to fulfill objectives of the society.

14. Meeting of the Executive Committee :

1. Three meetings of the Executive Committee will be compulsory in a year but meetings can be called as and when needed by the President / Secretary.
2. The quorum of the meeting shall be more than half of 3 of the total members of the Executive Committee.
3. Intimation for the meeting will be given seven days before but urgent meeting may be called within 24 hours.
4. Meeting can be suspended in the absence of the quorum which will be conducted again on the next day at decided place and time. Quorum will not required in such a suspended meeting but the considered subject will remain same as in the previous agenda. In such a suspended meeting the presence of the two members of the managing committee is compulsory confirmation of the above meeting is required in the next meeting.

**15. Rights and duties
of the offices of the
Executive Committee**

1. President

- a. To preside and conduct the meetings of the General Body and Executive Committee.
- b. To give the casting vote in case of equality.
- c. To represent the society.
- d. To sign on the agreements and other documents.
- e. To take all final decisions with regard to the financial matter, administrative matter and other matters of importance to the society.

2. Vice President

- a) In the absence of the President, to chair the Executive Committee meetings

Rohit Jyashu
PRESIDENT

Tara Sharma
SECRETARY

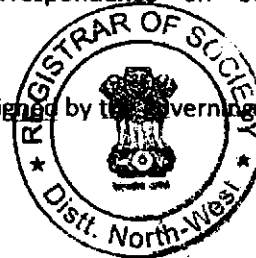
Anil Banait
TREASURER

- b) In the event of a vacancy of the office of President due to his/her resignation/death, the Vice President shall carry out all the duties of the President till such time as a new President is elected

3. Secretary

- a. To summon and attend the meetings of the Executive Committee and the General Body.
- b. To conduct and record the proceedings of the meetings of the Executive Committee and General Body.
- c. To control the income and expenditure of the Society
- d. To monitor salaries, travel bills and other allowances of employees.
- e. To appoint salaried employees and to decide the salary and allowances with the consent of the society.
- f. To represent the institute and sign legal documents on behalf of the society
- g. To carry correspondence on behalf of the society.
- h. All other duties assigned by the governing body.

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4. Treasurer

- a. To prepare annual operating budget.
- b. To keep cash and control on daily accounts.

Ranjit Dogra
PRESIDENT

Tara Sharma
SECRETARY

Mishra
TREASURER

- c. To shall collect subscriptions, gifts, grant / aids / donations etc., from the members, general public or other agencies / organizations etc and give receipts for the same
- d. To perform such other duties as may from time to time be entrusted to him by the governing body.

5 Regional Representatives

- a) To carry out activities in their respective regions in keeping with the Society's mandate.
- b) To implement decisions of the Executive Committee at the regional level
- c) To identify and bring to the attention of the Executive Committee, issues at the regional level that need to be addressed.

6. Institutional Member

- a) To provide institutional support to the activities of the Society at the regional and national level

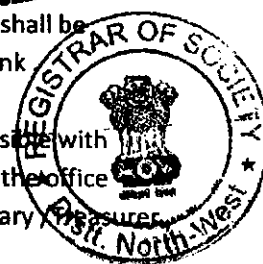
16. Funds of the Society

Funds of the Society shall be subscribed in the following way .

- | | |
|------------------|-------------------------|
| 1. Donations | 2. Fees |
| 3. Grants in aid | 4. Sale of publications |
| 5. Govt. Aid | 6. Membership Fees |

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- a. The above collected money shall be deposited in a scheduled bank
- b. Bank transaction will be possible with the signature of any two of the office bearers - President / Secretary / Treasurer
- c. The rate of membership dues for each category of members shall be set from time to time by the Executive Committee of the Society, and shall be sufficient to provide for the amount of subscription payable to ICOMOS as well as for the



Rohit Jigyasu
PRESIDENT

Tara Sharma
SECRETARY

Heinhardt
TREASURER

other general requirements of the Society. All membership dues shall be accepted through cheques or wire transfers from the member's account. No cash transactions shall be accepted.

- d. The Treasurer shall receive and administer the funds of the Society and keep appropriate accounts in respect of all monies received or expended by the Society. The Treasurer will also prepare and annual statement of accounts for presentation to the Society's Annual General Meeting.
- e. The accounts of the Society shall be audited annually by an auditor to be appointed at the Annual General Meeting.
- f. The Society shall only have the power to borrow money or otherwise pledge or charge the assets of the Society by resolution of the Executive Committee.

17. Fund related Authority :

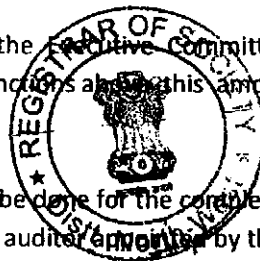
The following office bearers will be authorized to sanction the money of the society at one time of one voucher .

- 1. President – upto Rs. 1,00,000.00
- 2. Secretary - upto Rs. 50,000.00
- 3. Treasurer – upto Rs. 25,000.00

Approval from the Executive Committee will be necessary for sanctions above this amount .

18. Audit of the Society :

Yearly audit will be done for the complete accounts by the auditor appointed by the Executive Committee.



**19. Change in the Constitution :
of the Society**

The Constitution of the society can be amended or changed with the approval of

Rohit Jiyasa
PRESIDENT

Tara Sharma
SECRETARY

Prakash Ditt
TREASURER

2/3 majority of total members which will be in accordance with the Societies Registration Act , 1860 .

20. Dissolution of the Society :

If the dissolution of the Society is mandatory than the complete movable and immovable property will be transferred to the Society having the same objects. But the said complete proceedings shall be done according to the Section 13 and 14 of the Societies Registration Act 1860.

- a) The decision to dissolve the Society may be taken only by the Annual General Meeting of the Society, by a majority of votes cast, and shall be subject to ratification by the Executive Committee of ICOMOS.
- b) In the event of dissolution of the Society its assets shall be transferred to an appropriate organisation, in India, within a period of 12 months of the date upon which the approval of the Executive Committee of ICOMOS for the dissolution was obtained.

21. Inspection of the Society :

The Registrar of Societies, Delhi will have complete right to inspect the documents of the society and instructions by him / her will be complied with.

22. Information under the Act , Section -4 :

Information on the change of the name and address of the members and the office bearers of the Society will be submitted annually to the Registrar Societies , Delhi , under the Act Section - 4 .

23. Application of the Act. :

All the provisions under all the section of the Society Registration Act , 1860 as applicable to the state of Delhi shall be applicable to this Society .

Rohit Jeyasa
PRESIDENT

Vaia Sharma
SECRETARY

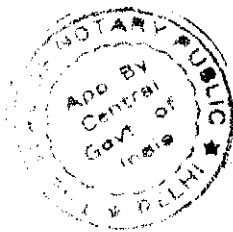
M. H. D. T.
TREASURER

Certified that this is the correct copy of the rules and Regulations of International Council on Monuments and Sites - India

Rohit Jyotsna
PRESIDENT

Tara Sharma
SECRETARY

[Signature]
TREASURER



Certified True Copy

SANJEEV JAIN (N.P.)
Delhi Reg. No. 2589



ATTESTED

ANNEXURE 2 : MoU Between COMOS & ICOMOS

ICOMOS

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES
CONSEIL INTERNATIONAL DES MONUMENTS ET DES SITES
CONSEJO INTERNACIONAL DE MONUMENTOS Y SITIOS
МЕЖДУНАРОДНЫЙ СОВЕТ ПО ВОПРОСАМ ПАМЯТНИКОВ И ДОСТОПРИМЕЧАТЕЛЬНЫХ МЕСТ

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) is made on the 5th Day of May 2013 between

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS), headquartered in Paris (France), through its Director General, Mr. Philippe Allard (herein referred to as the party to the First part)

AND

COUNCIL ON MONUMENTS AND SITES, INDIA, through its President Mr. Rohit Jigyasu (herein referred to as the party to the Second part).

The party of the First part i.e. INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS) is an international organisation concerned with furthering the conservation, protection, rehabilitation and enhancement of monuments, groups of buildings and sites, on an international level.

The party of the Second Part i.e. COUNCIL ON MONUMENTS AND SITES is based in India and is primarily established to furthering the objectives of INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS) in INDIA by following ICOMOS Statutes, rules and regulations, operational guidelines.

Hence it is decided to establish an MOU in writing to avoid chances of disputes or misunderstandings between the parties in future.

NOW THIS MOU WITNESSETH AND PARTIES HERETO OF THE PARTS HEREBY MUTUALLY AGREE:

- 1 INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS) recognizes COUNCIL ON MONUMENTS AND SITES, INDIA as its National Committee established in India known as "ICOMOS India".
- 2 The functioning of COUNCIL ON MONUMENTS AND SITES, INDIA and its relationship with INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS) shall be governed in principle by the following documents (and their future revised versions), and any other bylaws the ICOMOS Executive Committee and General Assembly may choose to adopt in future:
 - the ICOMOS Statutes, adopted by the Vth ICOMOS General Assembly in Moscow on May 22nd, 1978, and in particular Article 13 which concerns the ICOMOS National Committees, as follows:
 - a ICOMOS National Committees may be organised in any country which is a member state of UNESCO, in accordance with the relevant laws of that country. The number of individual Members in a National Committee is subject to the agreement of the ICOMOS Executive Committee at its next meeting, in accordance with Article 9 (b).
 - b National Committees shall comprise the members of ICOMOS within a country, as defined under Article 6, including individual Members, Institutional Members, Sustaining Members and Honorary Members. National Committees shall receive and accept applications for membership, and shall inform the ICOMOS Secretariat of the names of all new members so accepted.
 - c National Committees shall adopt their own rules of procedure and shall establish and carry out national programmes which are in accordance with the aims of ICOMOS.
 - d They shall implement the decisions of the General Assembly and the programmes proposed by the Advisory and Executive Committees of ICOMOS.
 - e Generally, they shall serve as a forum for discussion and for the exchange of national and international information on matters of principle and of technical, legal and administrative practice, affecting the conservation, restoration, rehabilitation and enhancement of monuments, sites and groups of buildings.
 - f National Committees shall assign their own voting privileges at the General Assembly, within the numerical limits laid down in Article 6 (b) and in accordance with their own statutes. A majority of the voting members of any National Committee shall be Individual Members. The names of those members entitled to vote at the General Assembly shall be communicated to the ICOMOS Secretariat not less than one month before the General Assembly. Representatives of Institutional Members shall have been duly designated by the relevant bodies.
 - g The National Committee shall be convened at least once each year in ordinary session by the Chairman to examine the annual report to be submitted to ICOMOS.

- the Statutes of COUNCIL ON MONUMENTS AND SITES, INDIA registered on 1 October 2012 (Registration n° S/1344/SDM/NW/2012)
- the Dubrovnik - Valletta Principles for the ICOMOS National Committees adopted by the ICOMOS Executive Committee in March 2010, following recommendation by the ICOMOS Advisory Committee (La Valletta, Malta 2009).
- the Ethical Commitment Statement for ICOMOS Members, adopted by the XIVth ICOMOS General Assembly (Madrid, 2002).

- 3 As long as, COUNCIL ON MONUMENTS AND SITES, INDIA is compliant with this MOU and the ICOMOS Statutes and other ICOMOS bylaws as mentioned under item 2 above, and compliant with all of the said in the aggregate, INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS) shall not recognize any other organization in India as its National Committee in India. The ICOMOS Executive Committee may however, in accordance with the ICOMOS Statutes, withdraw recognition of COUNCIL ON MONUMENTS AND SITES, INDIA, in case of non-compliance with the requirements of the ICOMOS Statutes and bylaws mentioned under item 2, as well as the ICOMOS Executive Committee decisions.
- 4 All existing Indian members of ICOMOS for the year 2012 are recognized as members of COUNCIL ON MONUMENTS AND SITES, INDIA for the year 2012.
- 5 All new Individual, Young Professional and Institutional members of COUNCIL ON MONUMENTS AND SITES, INDIA for the year 2013 and onwards are recognized as members of INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS), provided that membership fees have been paid in full to ICOMOS international, and membership cards will be issued accordingly and based on the information included by COUNCIL ON MONUMENTS AND SITES, INDIA in the on-line ICOMOS Member and Expert Database (Gilles Nourissier Database).
- 6 Henceforth all new applications for ICOMOS International membership emanating from India shall be forwarded to and processed by COUNCIL ON MONUMENTS AND SITES, INDIA.
- 7 The rate of membership dues for each category of members shall be set by the General Assembly of COUNCIL ON MONUMENTS AND SITES, INDIA, having a regard for the rates set by the Executive Committee of INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS) and for the financial requirements of the National Committee itself.
COUNCIL ON MONUMENTS AND SITE, INDIA shall collect the Membership Fee as set by its own General Assembly as per its Statutes and bylaws and shall transfer to the International Secretariat in Paris, no later than the agreed date set by the Executive Committee of INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS), the fraction of the membership fees due to the International Secretariat for the current year, on the basis of the information contained in the on-line ICOMOS Member and Expert Database (Gilles Nourissier Database) and the invoice provided by the ICOMOS International Secretariat.

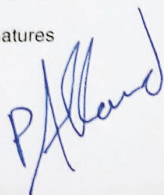
In the case of India, the INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS) currently charges International Membership Fees as follows:

- 20 Euro per Individual Member
- 10 Euro per Young Professional Member up to the age of 30 years included.
- 210 Euro per Institutional Member.

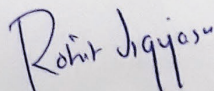
The International Membership Fee rates may be changed by the ICOMOS Executive Committee, in accordance with Article 10b of the ICOMOS Statutes.

WITNESS

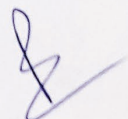
Signatures



Philippe Allard
Director General, INTERNATIONAL COUNCIL ON MONUMENTS AND SITES (ICOMOS)
(Party of the First Part)



Rohit Jigyasu, President, COUNCIL ON MONUMENTS AND SITES, INDIA
(Party of the Second Part)



ANNEXURE 3 : ICOMOS ETHICAL PRINCIPLES

ETHICAL COMMITMENT STATEMENT FOR COMOS MEMBERS PUT IN PLACE AND SIGNED BY AT THE TIME OF APPLYING FOR MEMBERSHIP.

1. ICOMOS ETHICAL PRINCIPLES

These Ethical Principles were adopted by the 18th General Assembly (Florence, 2014) to replace the Ethical Commitment Statement adopted by the 13th General Assembly (Madrid, 2002).

2. PREAMBLE

The International Council on Monuments and Sites (ICOMOS) is a non-governmental organization whose objective is to further uplift the conservation of cultural heritage (monuments, groups of buildings and sites) in their tangible and intangible aspects, and their full diversity and authenticity.

ICOMOS accomplishes its objective through its network of members and Committees, its activities and co-operation with other organizations. ICOMOS members share common principles while reflecting the diversity of specializations and competencies in the field of cultural heritage conservation.

The ICOMOS Ethical Principles specify the responsibilities of ICOMOS members and its bodies towards cultural heritage conservation and in connection with ICOMOS.

ARTICLE 1: APPLICATION

- i. The Ethical Principles shall apply to all members of ICOMOS. In addition, the Ethical Principles shall apply to all National and International Scientific Committees and other ICOMOS bodies. Hence, provisions pertaining to "members" shall apply to Committees and other ICOMOS bodies as well, with the necessary and appropriate changes.
- ii. By joining ICOMOS and by maintaining their ICOMOS membership, members signify their agreement to adhere to these Ethical Principles.

ARTICLE 2: ETHICAL PRINCIPLES RELATED TO CULTURAL HERITAGE

- i. ICOMOS members advocate and promote the conservation of cultural heritage and its transmission to future generations in accordance with the aims of ICOMOS.
- ii. ICOMOS members advocate and encourage respect for cultural heritage. They make every effort to ensure that the uses of and interventions to cultural heritage are respectful.

- iii. ICOMOS members recognize the economic, social and cultural role of heritage as a driver of sustainable local and global development.
- iv. ICOMOS members acknowledge and respect the diverse tangible and intangible values of cultural heritage that enrich human culture and that may hold different meanings for different groups and communities.
- v. Where cultural heritage is in immediate danger or at risk, ICOMOS members offer all possible assistance that is practicable and appropriate, provided that it does not put their own health and safety or that of others in jeopardy.

ARTICLE 3: ETHICAL PRINCIPLES RELATED TO THE PUBLIC AND COMMUNITIES

- i. ICOMOS members acknowledge that they have a general moral obligation to conserve cultural heritage and to transmit it to present and future generations, and a specific obligation for activities conducted under their own authority.
- ii. ICOMOS members use their best endeavours to ensure that the public interest is taken into account in decisions relating to cultural heritage.
- iii. ICOMOS members acknowledge the value of community involvement in cultural heritage conservation. They collaborate with people and communities associated with cultural heritage.
- iv. ICOMOS members recognize the co-existence of cultural values provided that these do not infringe human rights and fundamental freedoms as enshrined in the Universal Declaration of Human Rights or other international instruments.
- v. ICOMOS members support the promotion of public awareness, including appreciation of, access to and support for cultural heritage, at the local and global level.

ARTICLE 4: ETHICAL PRINCIPLES RELATED TO BEST PRACTICE

- i. ICOMOS members give the best professional advice and services they can get on cultural heritage conservation within their area of expertise.
- ii. ICOMOS members must take cognizance of the doctrinal texts adopted by the ICOMOS General Assembly. They inform themselves about the international conventions, recommendations and SOPGs related to cultural heritage adopted by UNESCO and other international organizations that apply to their work.
- iii. ICOMOS members conduct their work in a professional and collaborative manner.
- iv. ICOMOS members are objective, rigorous and scientific in their methods.
- v. ICOMOS members maintain, refine and update their knowledge on cultural heritage conservation.
- vi. ICOMOS members acknowledge that cultural heritage conservation work requires an inter-disciplinary approach and promote cooperation with multi-disciplinary teams of professionals, decision makers and all stakeholders.
- vii. ICOMOS members are respectful of cultural and linguistic diversity.
- viii. ICOMOS members ensure that the general scope and context of their work, including constraints of any kind, are adequately explained.

- ix. ICOMOS members make sure that complete, durable and accessible records are made of the conservation activities for which they are responsible. They ensure that such documentation is placed in a permanent archive as promptly as possible, and made publicly accessible when this is consistent with cultural and conservation objectives.
- x. ICOMOS members carrying out work on cultural heritage use all reasonable skill, care and diligence to ensure that decisions on cultural heritage conservation are well founded and informed.
- xi. ICOMOS members ensure that their decisions on cultural heritage conservation are based on sufficient knowledge and research and on current standards for good practice. ICOMOS members make every effort to ensure that viable options are explored, and that chosen options are adequately justified.
- xii. ICOMOS members make every effort to ensure that important decisions on projects for the conservation of cultural heritage are not taken solely by the author of the project but are the result of a collective and interdisciplinary reflection.

ARTICLE 5: ETHICAL CONDUCT

- i. ICOMOS members conduct all their activities in an open, upright, tolerant, independent, impartial and accountable manner.
- ii. ICOMOS members must avoid, or as appropriate properly disclose, any real or apparent conflict of interest that could compromise the independent, impartial and objective nature of their work. ICOMOS Members and Committees must not accept or offer gifts, largesse or other inducements that could affect or be seen to affect their independence.
- iii. ICOMOS members must avoid being judges in their own cause: when they are involved in work concerning a specific site and also participating in advisory or decision-making bodies of local or national authorities, they must not take part in any decisions relating to that site.
- iv. ICOMOS members must respect the confidential nature of any data, including documents, opinions and discussions, to which they have had access in the course of their activities.
- v. ICOMOS members respect and recognize the intellectual work of others. They must quote, reference and publish in an accurate and faithful way the intellectual, material and practical contributions of others.
- vi. ICOMOS members must clarify whether the professional views and opinions they express are their personal views or those of the institution they represent.
- vii. ICOMOS members oppose misrepresentations and false information on cultural heritage and conservation activities; they oppose any concealment or manipulation of data and findings.

ARTICLE 6: ETHICAL PRINCIPLES RELATED TO ICOMOS AND ITS MEMBERS

- i. ICOMOS members are collegial, loyal and considerate towards other members.
- ii. ICOMOS members foster the exchange of knowledge through sharing of information and experience within ICOMOS, in particular at the international level.

- iii. ICOMOS members mentor junior colleagues and share knowledge and experience in a spirit of inter-generational solidarity.
- iv. ICOMOS members must not use their position within ICOMOS, or confidential information obtained through their work for ICOMOS, for their personal advantage.
- v. COMOS members carrying out work at the request of ICOMOS must comply with any specific principles developed by the ICOMOS Board for such activities. Hence, ICOMOS members involved in work concerning the Convention for the Protection of the World Cultural and Natural Heritage (1972) must comply with the attached “Policy for the implementation of the ICOMOS World Heritage mandate” and its updates.
- vi. ICOMOS members act responsibly towards the association and enhance and uphold its reputation and sustainability.
 - ICOMOS members must respect the ICOMOS Statutes and those of their National Committees, and the By-laws of their International Scientific Committees.
 - ICOMOS members must not put the financial standing of ICOMOS and its Committees at risk.
 - ICOMOS members must be mindful that the ICOMOS name and logo belong to ICOMOS.
 - ICOMOS members must not act or speak on behalf of ICOMOS or one of its Committees, without the authority of the relevant body and in such cases must strictly adhere to its institutional positions.
 - Candidates for office within ICOMOS may campaign by means accessible to all ICOMOS members; they must not mobilize government, public or private organisations to campaign on their behalf.

ARTICLE 7: IMPLEMENTATION AND AMENDMENTS

- i. The ICOMOS National and International Scientific Committees shall disseminate the Ethical Principles and ensure their implementation.
- ii. Failure to act in conformity with the Ethical Principles may constitute misconduct. Alleged instances of misconduct shall be reviewed and discussed with the member concerned and may after review result in sanctions, as set out in Article 7 of the ICOMOS Statutes.
- iii. ICOMOS National and International Scientific Committees may set additional ethical principles provided that they are not in contradiction to the ICOMOS Statutes, to these Ethical Principles and any other relevant ICOMOS doctrinal text.
- iv. The Ethical Principles shall be reviewed at least every six years by the ICOMOS Board who shall submit a report to the General Assembly in conformity to Article 10 of the Statutes. Any amendments to the ICOMOS Ethical Principles shall be adopted by the ICOMOS General Assembly on the proposal of the Board.

ANNEXURE 4 : BUSINESS AS USUAL

BUSINESS AS USUAL FOR COMOS - Annexure- 4

MEETINGS, EXECUTIVE COMMITTEE GOVERNANCE & ADMINISTRATION

Sl.No	BUSINESS	LED BY	TIMING	NOTES
GOVERNANCE				
1	Executive Committee Meetings	President /Secretary	Three Times in a Year	Reports are prepared by EC members; NSC coordinator, EC representatives; Secretariat; and International Rep. Agenda managed by Secretary. Minutes managed by Minutes Secretary. Meeting venue and catering managed by relevant State/Territory Reps.
2	EC decisions made out of session	President/Secretary	As required	
3	Track the Strategic Plan	Secretary	To suit NSCs	Quarterly reporting at EXCOMM meetings
5	Meetings of the National Scientific Committees	Counsellor	As Required	Quarterly Reporting at Executive Committee Meetings
6	Meetings of Reference and Working Groups	Counsellor	To suit groups	
7	Manage Membership	Secretary	At least Quarterly	
8	Record keeping and maintaining the archive	Secretary	Ongoing	With the Support of the Seretariat Staff
9	Evaluation of COMOS Program & Activities	Secretary	During AGM	Members of COMOS
ADMINISTRATION				
1	Appointment of Secretariat Staff	Secretary	As and when required	In consultation with the Ex Com Members
2	Monitoring of the Secretariat Staff	Secretary	Ongoing	Six monthly review by Ex Com members
3	Appointment of Financial Adviser	Secretary	Once a year	In consultation with the Ex Com Members
4	Appointment of Auditor	Secretary	Once a year	In consultation with the Ex Com Members
5	Reporting and Monitoring	Secretary	Review at Every Six months	In consultation with the Ex Com Members
FINANCE				
1	Financial reporting	Secretariat & Treasurer	Quarterly & Annually	Aim to have draft audited accounts ready for adoption
3	General Financial Administration	Treasurer	Ongoing	at August EC meeting.
4	Prepare Yearly Budget	Treasurer	Annually	Preparation In May for adoption in EC meeting
5	Annual Report	Annual Report Coordinator & Secretariat	Annually	Atleast 4 weeks before General Body Meeting
6	Liaison with Financial Advisor	Treasurer	Ongoing	In consultation with Secretary
POLICY COMMUNICATIONS, NEWS & DIGITAL MEDIA				
1	Send and receive correspondence. Maintain a Correspondence Register	Secretary	Ongoing	Quarterly reporting at Ex Comm Meeting
2	Press Releases	President	When Required	Quarterly reporting at Ex Comm Meeting
3	Monitor Media for National & Local Issues	Zonal Representatives	Ongoing	Quarterly reporting at Ex Comm Meeting
4	Social Media Management	Secretariat & Secretary	Weekly	Input from Ex Com
5	Website updates	Secretariat & Secretary	when Required	
6	NSC website updates	NSC counsellor	when Required	
7	Advocacy/Appeal Submissions and respond to issues raised by members	President and relevant Zonal Representative	As relevant When required	Approved and signed by President. Reviewed by all office bearers and convenors of relevant Committees and groups
8	Policy, Procedures, SPOG, Strategic Plan	Secretariat & Secretary	Every 5 years or earlier if need arises	
9	Meetings with National/State Government Representatives	President	when Required	Prior, follow up correspondence & reporting to Ex Com

MEMBERSHIP & EVENTS				
1	Send out new membership renewal notices and new membership cards	Secretariat & Secretary	Annually	
2	Receive and process new membership applications	Secretariat & Secretary	Ongoing	
3	Review membership applications and make recommendations to Ex Com	Secretariat & Vice President	Quarterly	Approved by Ex Com
4	Keep list of members up to date	Secretariat & Secretary	Quarterly	
5	Membership Drive (Individual/Associate/Student/Institutional)	Zonal Representatives	Ongoing	
6	Call for NSC Proposals	Secretary & NS Counsellor	1st January	
7	Acceptance of NSC Proposals	Secretary & NS Counsellor	1st February	
8	Review of NSC Proposals	Vice President & NS Counsellor	15th March	
9	NSC Conclave for Approval of Proposals	Secretary & NS Counsellor	18th April	Celebrate International Day on Monuments and Sites. At least 3 months in consultation with respective Zonal Representative
10	AGM	President & Secretary	Annually in May/June before 30 June	At least 3 months in consultation with respective Zonal Representative
11	Zonal Networking Event/ Meetings (2 in No.)	Zonal Representatives	Quarterly	Zonal Networking Event in Feb/Aug/Oct/Nov/Dec one in each month respectively by the five zones in consultation with the Ex Com
12	NSC & Zonal Events/Activity Proposal	Proposer	Anytime during the year	Response within 15 days
ELECTIONS				
1	Appointment of Election Officer/Returning Officer	President		In consultation with the Ex Com
2	Announcement of Elections	Secretary		Notice to be circulated via email & website
3	Call for nominations	Election Officer		Notice to be circulated via email & website
4	Filing of Nominations	Returning Officer		Via email
5	Announcement of final list of candidates	Returning Officer		Notice to be circulated via email & website
6	Casting of Votes	Returning Officer		Via email
7	Counting of votes at the AGM/Announcement of results	Election Officer		In person
APPOINTMENTS & TOR				
1	HR Policy	Secretary		In consultation with the Ex Com
2	TORs for NSC Counsellor	Secretary		In consultation with the Ex Com
3	TORs for EA	Secretary		In consultation with the Ex Com
NSC Activities				
1	Updated List of NSC Coordinators/Members	National Scientific Counselor	Once a year	With the support of the Secretariat Staff
2	Announcement of NSC meetings	National Scientific Counselor	Ongoing	With support of the NSC Coordinators and the Secretariat staff
3	Receive and review 6 monthly reports, minutes of meetings from NSC Coordinators and compile for Annual Report	National Scientific Counselor	Every 6 months	With support of the NSC Coordinators and the Secretariat staff
4	Review of NSC Annual Plans and Schedules and provide recommendations to Ex Com	National Scientific Counselor	Once a year	With support of the NSC Coordinators and the Secretariat staff
5	Prepare annual calendar of activities in consultation with NSC and Executive Committee	National Scientific Counselor	Every 6 months	With support of the NSC Coordinators and the Secretariat staff

ANNEXURE 5 : ATTENDANCE REGISTER FORMAT

ATTENDANCE REGISTER

Of

COUNCIL ON MONUMENTS AND SITES

Type of Meeting:

Number of the Meeting: _____

Date:

Time:

Venue:

MEMBERS PRESENT:

S. No.	Name	Designation	Sign

INVITEES PRESENT:

S. No.	Name	Designation	Sign

Secretary Present

1. Sri./Smt.....

Signature.....

ANNEXURE 6 : POLICY ON PROGRAMS & ACTIVITIES

The programs, activities and events organized/supported by COMOS must conform to its mission and the objectives as enshrined in the Memorandum of Association (MoA) of the society. The MoA clearly outlines the objects of the society in Section 3, Points (a) – (l). The Regional Representatives and the Coordinators of the various NSCs have to plan and execute the programs, events and activities in a manner that helps them in achieving these goals and objectives.

COMOS through all its programs, activities and events to be undertaken by the Regional representatives and the various NSCs shall at all times endeavour to collaborate and partner with academic institutions, government organizations, urban and civic bodies and community based organizations to increase its outreach and impact.

1. PROGRAMS AND ACTIVITIES

In consonance with the objects of the society various programs, activities and events as outlined below can be undertaken by the Zonal Representatives of the 6 Zones of COMOS and the Coordinators of the various National Scientific Committees (NSC):

1.1 Developing Policy Frameworks and Technical Guidelines:

COMOS have set up various NSCs to promote research on specific subjects and themes related to the conservation of heritage resources. NSCs apart from developing a vision document for itself shall also collaborate with other NSCs, ISCs and partner organizations to develop policy frameworks and technical guidelines as reference material for professional members and the larger professional community as well as organizations engaged in conservation of heritage assets.

1.2 Organizing Forums for Discussion, Dissemination and Exchange of Information:

Seminars, conferences, workshops and brain storming sessions can be organized on matters of principle, policy, processes and of technical, legal and administrative practice, affecting tangible and intangible heritage including natural and cultural heritage with the aim of understanding both global approaches and national perspectives.

2. ADVOCACY AND AWARENESS GENERATION CAMPAIGNS AND EVENTS

Advocacy and awareness generation is one of the prime agendas of COMOS. Both short term and long term programs and events can be organized to generate awareness on matters related to conservation of heritage resources, skills and livelihoods. Exhibitions are an excellent way to reach out to the masses. Information brochures, leaflets and short films can also be prepared. Interactions and engagements with school children is extremely critical for passing on the custodianship of our heritage to the next generation and is also a very effective way to transmit the message of heritage conservation to adult members in their families. Debates, discussions and other creative group activities can be organized for school children. Heritage walks can also be organized from time to time both for children as well as senior members.

3. CAPACITY BUILDING

COMOS is an ideal platform for mentoring young fellow professionals, associate and student members. There has to be a conscious effort to organize capacity building workshops to this end. Senior members need to proactively volunteer to act as resource persons for such workshops. A yearly calendar of such programs should be prepared and disseminated.

4. SKILL TRAINING PROGRAMS

COMOS as a body for protection, conservation, management and enhancement of our diverse tangible and intangible heritage resources draws its strength from heritage professionals coming from diverse disciplines. The society has a great responsibility towards the conservation of not just tangible heritage resources but also the carriers of skills and traditional knowledge. ICOMOS India is committed to skills training programs not just for the purpose of documenting traditional knowledge but also for facilitating capacity building and skill enhancement of individuals engaged in cultural practices and conservation profession.

5. PUBLICATIONS AND AWARENESS MATERIAL

Technical publications, brochures and leaflets can be developed as IEC material both for the professionals as well as lay persons based on the research work undertaken by the various NSCs. The same can be widely disseminated in form of hard copies and eBooks.

Appendix A

TEMPLATE FOR ZONAL PROPOSALS ICOMOS INDIA

Please attach the detailed project proposal along with this document as Annexure. Answer all the questions in not more than 150 words.	
Criteria	Details
Name of Proposed Project (Activity/ Event):	
Proposed by (Name of Zonal Rep./Proposer):	
Type of Membership:	
ICOMOS India Membership No. of Proposer:	
Names of Zonal Members Supporting Project:	
Location (State and city):	
Venue (complete address if available):	
Dates (Tentative or Definitive):	
Target Audience:	
Type of Support Expected from ICOMOS India:	
Brief Background (500 words):	
Vision	
Focus: ICOMOS India (COMOS) promotes the theme of Heritage & Democracy with its Sub-themes: ST01 - Integrating Heritage & Sustainable Urban Development by Engaging Diverse Communities for Heritage Management ST02 - The Role of Cultural Heritage in Building Peace and Reconciliation ST03 – Protecting and Interpreting Cultural Heritage in the Age of Digital Empowerment and the special theme of ‘Culture Nature Journey’	<input type="checkbox"/> Is there a clearly articulated vision for the proposal? Please explain. _____ _____
	<input type="checkbox"/> How is the project consistent with, and critical to, advancing the mission, vision and values of Heritage & Democracy? _____ _____
	<input type="checkbox"/> Do you have a strategic plan? _____ _____
	<input type="checkbox"/> How is the project critical to achieving the goals of this plan? _____ _____
Capacity	
Leadership: the zone demonstrates effective leadership necessary to deliver the project	<input type="checkbox"/> Does the zone have a team in place and does it have the necessary skills and experience to

	manage and deliver the project proposal? Please enumerate <hr/> <hr/>
Partnership and Collaboration: Partnership and collaboration play a role in the development, funding and delivery of the project.	<input type="checkbox"/> Does the project have the support of partners in the public, private, philanthropic and corporate sectors? Please enumerate <hr/> <hr/> <input type="checkbox"/> Are there clear expressions of commitment from partners? Please enumerate <hr/> <hr/> <input type="checkbox"/> Do partnerships and/or collaboration play a role in the development and implementation of the project? Please enumerate <hr/> <hr/>
Project Management: the zone demonstrates evidence of effective and realistic project management.	<input type="checkbox"/> Does the zone have a clear Plan and methodology for completing the project within the available resources? Please enumerate <hr/> <hr/>
Fundraising: the zone project has a realistic fundraising plan in place.	<input type="checkbox"/> Has the project leadership team developed a fundraising strategy and/or undertaken a fundraising feasibility study for funding from a range of public (various levels of government), philanthropic and private / corporate sector sources? Please enumerate <hr/> <hr/>
Sustainability	
Membership Support and Engagement: the project demonstrates support from within the zone	... Does the project have the support of the zone members and the larger membership Please enumerate <hr/> <hr/>
Financial Sustainability: The project sets out realistic projections of capital costs and operating revenues and expenses	<input type="checkbox"/> Has an independent cost analysis been undertaken for the project? <hr/> <hr/> Please give detailed breakup of budget (item wise rate/cost) as per the following heads and tentative percentage of budget allocation: - Travel & Accommodation (40%) - Food (20%)

	- Stationary & Printing (30%) - Equipment Hire & Contingency (10%) Note: Percentage figures are for reference
Impact & Outcome	
The proposed project will make a contribution to furthering the vision, mission and strategy of ICOMOS	
Innovation:	<input type="checkbox"/> Will the project enable innovative practice? Please enumerate <hr/> <hr/> <input type="checkbox"/> Will the project be delivered in an innovative way (for example through partnerships, funding, and operation)? Please enumerate <hr/> <hr/> <input type="checkbox"/> How will members of ICOMOS India be able to contribute or participate (as well as benefits offered to ICOMOS India members) <hr/> <hr/>
Outcome:	<input type="checkbox"/> What are the tangible and intangible outcome of the project? Please enumerate <hr/> <hr/>
Learning & Capacity Building:	<input type="checkbox"/> How does the project add to the existing knowledge and understanding of the subject? Please enumerate <hr/> <hr/> <input type="checkbox"/> Does the project extend access to and/or the breadth of formal learning opportunities? How about informal learning opportunities? <hr/> <hr/>
Connecting People, Ideas and Communities:	<input type="checkbox"/> Does the project connect audiences and practitioners from different sectors and disciplines? Please enumerate <hr/> <hr/>

ANNEXURE 7 : COMOS POLICY ON NATIONAL SCIENTIFIC COMMITTEES

1. INTRODUCTION

The National Scientific Committees (NSCs) represent the different domains within COMOS India's field of Cultural Heritage conservation and preservation. Each committee is expected to gather, study and disseminate knowledge regarding the principles, techniques and policies pertaining to heritage protection in the country and internationally. All work done by the NSC needs to be ratified by the Executive Committee.

1.1. Status of NSC:

NSC's are not independent bodies and are legally and financially responsible to the Executive Committee, of COMOS as per the provisions of the national law, any breach of the same shall be subject to legal and disciplinary actions.

- i. The working and operation of the National Scientific Committees must be in accordance with the rules of COMOS as outlined in its Memorandum of Association and SOPGs, ICOMOS Statutes, Rules of Procedure and Ethical Principles.
- ii. National Scientific Committees shall be convened by the COMOS Executive Committee, at least once a year in consultation with the Scientific Counsellor.
- iii. Annual publication/dissemination of the work done by the NSC on the ICOMOS INDIA Website, the Scientific Counsellor should be responsible for the same.

1.2. Role of National Scientific Counsellor

The COMOS Executive Committee shall appoint a National Scientific Counsellor for monitoring the activities and programs of the National Scientific Committees. Any COMOS member having experience of minimum 10 years (in practice, academia or related field contributing to heritage management practices) and having been a member of COMOS for at least three consecutive years shall be considered for the post of the National Scientific Counsellor based on the call for application from within the Membership. The Counsellor shall ensure coordination, information exchange and conflict resolution amongst the NSCs. The Counsellor will be directly accountable and report to the COMOS Executive Committee.

The Counsellor will be assisted by the Secretariat of COMOS. The responsibilities of the Scientific Counsellor shall be as outlined below:

- i. Maintain updated NSC member lists and the details of the Coordinator/s from the NSCs;

- ii. Receive announcements of NSC meetings from the respective Coordinators and approve date of the meeting after consulting annual calendar of events of COMOS;
- iii. Receive minutes of meetings from the respective Coordinators and compile same for the Annual Report;
- iv. Receive Annual Plans and Schedules from the respective NSCs Coordinators and review the same;
- v. Provide recommendations on NSC annual plans to Executive Committee for approval;
- vi. Receive and review 6 monthly reports from Coordinators;
- vii. Prepare annual calendar of activities in consultation with NSC and Executive Committee;

1.3. Role of NSC Coordinator

Each NSC would elect from within its voting members a coordinator. The coordinator shall ensure coordination, information exchange and conflict resolution amongst the members of the NSC. The Coordinator will be directly accountable and report to the National Scientific Counsellor.

- i. The NSC Coordinator will be elected for a term period of 2 years in the beginning of every year in January. No member can be a coordinator for more than 2 terms for the same NSC.
- ii. The NSC Coordinator shall hold only a single portfolio at a time, should the Coordinator be elected to another position, he/she would need to step down and hand the position to another member for the remainder of the term till the next cycle of elections are held. Alternatively the NSC members may collectively decide to appoint an interim coordinator.
- iii. In the event the NSC Coordinator is likely to be out of the country for a considerable length of time (more than four months), he/she shall step down and follow the same process as mentioned in ii.
- iv. If the NSC Coordinator gets elected to another position on the ISC, he/she shall follow the same procedure as ii.

The role of the Coordinator shall be as outlined below:

- i. He/she shall maintain updated NSC member lists and their details;
- ii. Conduct and convene regular meetings within the members of the NSC;
- iii. Compile the minutes of meetings and share with the National Scientific Counsellor;
- iv. Prepare Annual Plans and Schedules in keeping with the Strategic Vision of COMOS;
- v. Prepare monthly and annual reports of their activities and submit to the National Scientific Counsellor;

- vi. Prepare annual calendar of activities in keeping with their Strategic Vision in consultation with National Scientific Counsellor;
- vii. Be responsible for preparing budgets and receiving and managing funds received for any activities.

2. FORMING A NSC

Potential NSCs are encouraged to consider the objectives, membership requirements and related issues presented in the overall COMOS Policies and Guidelines Manual. NSCs will not necessarily be governed by the same requirements as ISCs, but similar considerations will guide whether or not the Executive Committee will decide to endorse the formation of a new NSC. COMOS members who wish to form a new NSC should discuss the proposal with members of Executive Committee. COMOS members who propose to form a NSC must submit to the Executive Committee a 'National Scientific Committee Statement'. The statement provides the Executive Committee with the information necessary for the Ex-Com to form a view as to whether or not the NSC shall receive COMOS endorsement. Consideration should also be given to whether or not the formation of the new NSC is consistent with the current COMOS India's Strategic Plan. For any new NSC to be formed it is required that a working group be constituted on the subject and only after review of the outcome after a year should the NSC be created.

A member of India may send a proposal to establish a new National Scientific Committee to COMOS Executive Committee. The proposal must include a rationale and justification for the committee. The proponent must also demonstrate expertise/experience in the domain proposed. The proposal will be evaluated and if approved by the Executive Committee, the NSC will be established.

The Executive Committee may establish and/or dissolve National Scientific Committee/s in consultation with the National Scientific Counsellor. Minimum 8 members must subscribe for the establishment and continuance of the NSC. If mandatory requirements are not met the NSC may be considered dormant till such time the mandatory requirements are complied with.

3. MEMBERSHIP

No member can be refused admission to an NSC. Each member of the NSC must continue to be members of that NSC for minimum 2 years in cycles of 2 years before changing over to a new NSC subject. The same must be informed to the coordinator and the counsellor.

3.1 Code of conduct for NSC Counsellor/Coordinator:

All members of the COMOS Executive Committee and its Associated Committees are bound by this Code of Conduct. (Ref ICOMOS India Policy on Code of Conduct) The NSC Coordinator and NSC Counsellor shall follow the following principles

- i. Act ethically with honesty and integrity;
- ii. Exercise due care, diligence and skill;
- iii. Act in good faith in the best interest of COMOS;
- iv. Act fairly and impartially;
- v. Use information appropriately;
- vi. Comply with the governance rules of COMOS and the ethical principles.

3.2 Code of Conduct for Members of NSC

- i. Members of COMOS shall abide with the obligations set out in the ICOMOS Statutes and Ethical Principles, non-compliance by members shall be reviewed by COMOS and if required by the International Scientific Committees or the Bureau of ICOMOS, which may lead to sanctions.
- ii. In all matters related to the workings of COMOS, the members shall maintain the confidentiality of information and refrain from any kind of activity that could undermine the interests of COMOS.
- iii. Members of COMOS are to refrain from projecting themselves as "consultants/experts/advisors/employees" to COMOS or ICOMOS India or ICOMOS International. If any member is found to malpractice or falsehood, his/her membership would be revoked immediately.
- iv. The intellectual contribution of COMOS Members in any of the activities of COMOS would be duly acknowledged. However the intellectual property rights for work would rest with COMOS and not with the individual member. In case, an individual member or members have contributed, then they would be duly acknowledged by COMOS.
- v. All members involved in policy/scientific work with COMOS and its scientific committees are required to disclose to COMOS any professional, contractual or voluntary work done on the subject of the policy/scientific work in question to avoid any conflict of interest and duplication of work.
- vi. COMOS members must avoid being judges in their own cause: when they are involved in work concerning a specific site and also participating in advisory or decision-making bodies of local or national authorities, they must not take part in any decisions relating to that site.
- vii. COMOS is a non-profit society and therefore each member is required to contribute to its activities on voluntary pro bono basis.

4. CONFLICT OF INTEREST:

No officer bearers, members of the Executive Committee, National Scientific Counsellor, Coordinators of NSC or Working Groups as well as any employees nor others acting for or on behalf of COMOS shall engage in any activity which is in conflict with, or appears to be in conflict with, the interest of COMOS.

4.1 Conflict of Interest: A conflict of interest exists when a covered person (as defined below) proposes to act on any issue, matter, or transaction in which COMOS has an interest, and the covered person may have an interest separate from COMOS that may compromise or appear to compromise the covered person's judgment in the performance of his or her duties, create actual or apparent impropriety, create negative publicity and or have a potential loss or harm to COMOS, including but not limited to, loss of confidence in COMOS monetary loss, or erosion of employee and volunteer morale. A conflict of interest also exists in situations in which there is an appearance that a covered person is utilizing inside information that is proprietary to COMOS for his or her personal benefit, is acting in his or her own interest rather than the best interest of COMOS, has the ability to exercise undue influence over COMOS decisions, or is receiving favourable treatment by COMOS because of his or her status as a covered person.

4.2 Covered Person: A covered person includes officer bearers, members of the Executive Committee, National Scientific Counsellor, Coordinators of NSC or Working Groups as well as any employees or others acting for or on behalf of COMOS and close relatives thereof.

- i. *Close Relative.* A close relative includes a spouse, partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law or step relation, or any person who shares living quarters under circumstances that closely resemble a marital relationship or who is financially dependent upon the office bearer or employee.
- ii. *Inside Information.* Inside information includes any material information that is identified as confidential and proprietary, pertaining to the business and affairs of COMOS, whether related to a specific transaction or to matters pertaining to COMOS interests, activities, and policies. When a potential conflict occurs, it shall be addressed as follows:

4.3 Members of the Executive Committee, National Scientific Counsellor, Coordinators of NSC and Working Groups

Members of the Executive Committee, National Scientific Counsellor and Coordinators of NSC and Working Groups will follow the following procedure to resolve potential conflicts of interest regarding their duties as members of the Committee.

When a potential conflict of interest occurs on behalf of a coordinator/ NSC Counsellor/ Executive Committee Member, the interested person, in advance of initiating the activity giving rise to the conflict, shall inform the Executive Committee of the details of the potential conflict for the purpose of causing the Executive Committee to determine whether such a conflict of interest exists to the degree that the individual director should be excused from the Executive Committee or Associated Committees during debate and voting on matters relating to the conflict. At the appropriate time, the Executive Committee, having been informed of the potential conflict of interest, may question the director concerning the identified special interest. After the Executive Committee determines it has all of the necessary information, the Executive Committee will then conduct debate on the issue as needed and vote to determine whether the circumstances described amount to a conflict of interest of sufficient degree to bar the interested person from debate and vote on the particular matter affected by the special interest. The coordinator/ NSC Counsellor/ Executive Committee Member identified as having a potential conflict of interest shall not participate in the debate or vote of the Board on the existence of a conflict and may be excluded during such debate or vote by vote of a majority of the Executive Committee. A majority vote of the Executive Committee is required to bar the member. The minutes of the meeting of the Board shall reflect the disclosure of the potential conflict of interest, the Board's decision regarding the conflict, and the presence or absence of the interested person during the debate on the issue of whether a conflict exists and during any action by the Executive Committee following the vote regarding the existence of a conflict.

4.4 Others acting for or on behalf of COMOS

When a potential conflict of interest occurs involving an individual acting for or on behalf of COMOS the individual, in advance of the activity giving rise to the conflict, shall inform the President of the details of the potential conflict. The President, in consultation with Executive Committee, shall evaluate the circumstances disclosed by the individual and conduct further inquiry as the President deems necessary for the purpose of determining whether a conflict of interest exists to the degree that the individual should be excused from and directed not to participate in matters relating to the special interest disclosed by the individual. The President will respond to the individual in writing setting forth the facts surrounding the special interest, the President's determination regarding the existence of a conflict of interest and, if necessary, instructions to the individual restricting the individual's duties in matters relating to the special interest. A copy of the letter will be provided to the members of the Executive Committee. A third party view can also be solicited by the President or the Ex-Com to resolve the said matter.

- i. The intellectual contribution of COMOS Members in any of the activities of COMOS would be duly acknowledged in all activities. However the intellectual

property rights for work would rest with COMOS and not with the individual member. In case, an individual member or members have contributed, then they would be duly acknowledged by COMOS. Work done as part of COMOS NSCs requires to be presented in all forums as collective work and cannot be projected as individual research work.

- ii. All members involved in policy/scientific work with COMOS and its scientific committees are required to disclose COMOS any professional, contractual or voluntary work done on the subject of the policy/scientific work in question to avoid any conflict of interest and duplication of work.
- iii. COMOS members must avoid being judges in their own cause: when they are involved in work concerning a specific site and also participating in advisory or decision-making bodies of local or national authorities, they must not take part in any decisions relating to that site.

5. NSC MEETINGS

- i. National Scientific Committees shall be convened by the COMOS Executive Committee, at least once a year in consultation with the Scientific Counsellor. The NSC must meet at least on quarterly basis. A total of 55% of members is required to establish a quorum for the meeting. Outstation members may participate through Skype or through conference call.
- ii. Minutes of the Meeting must be submitted to the National Scientific Counsellor who will forward to the Executive Committee. In addition, a half yearly report must be submitted to the Executive Committee by the Coordinators. Milestones of the NSCs as listed in the annual plans will be reviewed by the Executive Committee through the half yearly reports.

6. ACTIVITIES & PROJECTS

The activities and projects of NSCs will ensure the sharing and dissemination of knowledge and information among its members and with other COMOS members, particularly affiliated NSCs and working groups. Possible activities or projects should conform to the COMOS Policy on Programs and Activities.

COMOS encourage collaboration and co-operation among NSCs, such as taking on joint activities and projects. Possible activities or projects include, but are not limited to:

- research
- policy development;
- publications, periodicals and newsletters (both real and virtual);
- videos;
- public advocacy;
- training;

- conferences and workshops;
- professional exchanges;
- technical cooperation;
- identification of future areas of research; etc.

Clear procedures would be laid out for applying, selecting and evaluating the projects under NSC. The procedures shall specify what kind of projects are acceptable as per the mandate of COMOS, how to apply, how to demonstrate the impact of the project and criteria for assessment of the applications. A template for submitting applications will be made available to the members. ***Each NSC needs to preferably involve at least one Institutional Member/Partnership in at least one activity of the NSC.***

They will at no point, be involved with projects and programs with which members are individually associated, COMOS Projects being worked upon by members, or any such situation of conflict of interest, cannot be a part of the NSC agenda. The NSC proposals to be submitted in the required template enclosed at Appendix A.

7. FUNDING

NSCs will be required to be self-funding. Small grants for particular NSC activities may be available from COMOS. Applications for funding or grants from other sources can only be made by the Ex-Com on behalf of the NSC. The NSC should provide the case for the funding application to the Ex-Com, allowing sufficient time for the Ex-Com to understand the funding application and make a decision on whether or not to proceed with the funding application.

7.1 Payments for National Scientific Committee Activities

All activities undertaken by the NSCs that involve funding by COMOS shall be governed by the following rules:

- i. NSC activities/events would be reimbursed by the Executive Committee as per actual on the production of legitimate bills by the NSC Coordinator and approved by the National Scientific Counsellor. The Treasurer will verify the same make the payment.
- ii. All Payments will be made based on the budget approved at least a month in advance by the NSC Counsellor and Executive Committee for the project/activity before initiating the project. Any deviation from the budget needs to be explained by the NSC Coordinator and approved by National Scientific Counsellor up to a variation of +- 5% only.
- iii. All payments will be made by cheque as COMOS does not subscribe to the facility of NEFT/RTGS. The payments would be made in the name of the NSC Coordinator on the production and verification of the bills.
- iv. No honorariums would be paid by the Ex-Com to any member of the NSC or the Coordinator; only actual expenses would be reimbursed.

- v. As per prevailing IT regulations the upper limit for cash payments (petty cash) shall be to maximum of Rs.5,000 for the project for which NSC Coordinator will authenticate the expense and produce bills for the same.
- vi. There would be a minimum period of 15 days for processing the bills.
- vii. NSC Coordinator and National Scientific Counsellor must approve the deliverable (for its fulfilment as per quality and standard of the COMOS and as per terms of contract).
- viii. National Scientific Counsellor must inform Executive Committee about the progress of work and satisfactory output of the activities along with the copy of the report/output for comments by the Executive Committee from time to time.
- ix. Executive Committee's view must be considered and incorporated in the report/output before making the next stage payment.

8. PUBLICATION & COMMUNICATIONS:

8.1 Logo usage for NSC Activity:

The NSC Coordinator shall write to the Ex-Com with copy to National Scientific Counsellor for seeking permission to use the COMOS logo for NSC activities on a case to case basis. The use of the Logo will strictly be in compliance to the COMOS Policy on Logo Usage.

8.2 Communication:

The NSC must establish methods and protocols for communicating with its own members, COMOS members generally, and other stakeholders. For Example: Circulating the minutes of meetings and workshops through the official COMOS email ID allocated to the NSC, establishing an electronic forum, preparing a regular e-newsletter, regular updates on COMOS website, webpage (and subpages if necessary) within the COMOS website, Publishing a brochure on a specific topic related to the NSC.

9. REPORTING REQUIREMENT

Each NSC will keep the COMOS Executive Committee updated quarterly through the NSC Counsellor on the NSC's status and activities, even if the update is "nothing new to report". The information will be summarised by the ISC/NSC Coordinator for each quarterly meeting of the COMOS Ex-Com. The NSC Counsellor will facilitate annual reports to the Ex-Com, describing the activities of the NSC for the previous 12 months. In addition, each National Scientific Committee Statement will be reviewed at least every 3 years and shall be re-submitted for the approval of the Ex-Com.

10. DISSOLUTION /REVIVAL OF NSC

NSCs getting less than 8 members shall be called as Dormant NSC. Notice shall be sent by NSC counsellor to Dormant NSCs to be revived and active. Inactive NSC will continue to be in dormant stage till the new membership cycle. During this period of Dormancy, they shall be eligible for working on collaborative basis with other NSC, but shall not be eligible for getting funds from COMOS.

In case of inactivity with adequate membership, on the complaint of members of the NSC or non-holding of the quarterly meetings as stipulated, Scientific counsellor shall make efforts to revive the inactive NSC and make it active by way restructuring or otherwise, and in case, that is not possible the executive committee may at the suggestion of the Scientific counsellor, dissolve the NSC. Members of the dissolved NSCs may join other NSCs at the start of the new cycle of membership.

Appendix A

TEMPLATE FOR NSC PROPOSALS ICOMOS INDIA

Please attach the detailed project proposal along with this document as Annexure. Please answer all the questions in not more than 150 words.	
Criteria	Details
Name of Proposed Project (Activity/ Event):	
Proposed by (Name of NSC/Proposer):	
Type of Membership:	
ICOMOS India Membership No. of Proposer:	
Names of Other Members Supporting Project:	
Location (State and city):	
Venue (complete address if available):	
Dates (Tentative or Definitive):	
Target Audience:	
Type of Support Expected from ICOMOS India:	
Brief Background (500 words):	
Vision	
<p>Focus: ICOMOS India promotes the theme of Heritage & Democracy with its Sub-themes:</p> <p>ST01 - Integrating Heritage & Sustainable Urban Development by Engaging Diverse Communities for Heritage Management</p> <p>ST02 - The Role of Cultural Heritage in Building Peace and Reconciliation</p> <p>ST03 – Protecting and Interpreting Cultural Heritage in the Age of Digital Empowerment</p> <p>and the special theme of ‘Culture Nature Journey’</p>	<input type="checkbox"/> Is there a clearly articulated vision for the proposal? Please explain. <hr/> <hr/>
	<input type="checkbox"/> How is the project consistent with, and critical to, advancing the mission, vision and values of Heritage & Democracy? <hr/> <hr/>
	<input type="checkbox"/> Do you have a strategic plan? <hr/> <hr/>
	<input type="checkbox"/> How is the project critical to achieving the goals of this plan? <hr/> <hr/>
<input type="checkbox"/> Does the project contribute to furthering the objectives of COMOS? Please enumerate <hr/> <hr/>	
Capacity	

Leadership: Does it demonstrate effective leadership necessary to deliver the project	<input type="checkbox"/> Do you have a team in place and does it have the necessary skills and experience to manage and deliver the project proposal? Please enumerate _____ _____ _____
Partnership and Collaboration: Partnership and collaboration play a role in the development, funding and delivery of the project.	<input type="checkbox"/> Does the project have the support of partners in the public, private, philanthropic and corporate sectors? Please enumerate _____ _____ <input type="checkbox"/> Are there clear expressions of commitment from partners? Please enumerate _____ _____ <input type="checkbox"/> Do partnerships and/or collaboration play a role in the development and implementation of the project? Please enumerate _____ _____ _____
Project Management: demonstration of evidence of effective and realistic project management.	<input type="checkbox"/> Do you have a clear Plan and methodology for completing the project within the available resources? Please enumerate _____ _____
Fundraising: the project has a realistic fundraising plan in place.	<input type="checkbox"/> Have you developed a fundraising strategy and/or undertaken a fundraising feasibility study for funding from a range of public (various levels of government), philanthropic and private / corporate sector sources? Please enumerate _____ _____
Sustainability	
Membership Support and Engagement: the project demonstrates support from within the zone	... Does the project have the support of the zone members and the larger membership Please enumerate _____ _____ _____
Financial Sustainability: The project sets out realistic projections of capital costs and operating revenues and expenses	<input checked="" type="checkbox"/> Has an independent cost analysis been undertaken for the project? _____ _____ _____

	<p>Please give detailed breakup of budget (item wise rate/cost) as per the following heads and tentative percentage of budget allocation:</p> <ul style="list-style-type: none"> - Travel & Accommodation (40%) - Food (20%) - Stationary & Printing (30%) - Equipment Hire & Contingency (10%) <p>Note: Percentage figures are for reference</p>
Impact & Outcome	
<p>The proposed project will make a contribution to furthering the vision, mission and strategy of ICOMOS India</p>	
<p>Innovation:</p>	<p><input type="checkbox"/> Will the project enable innovative practice? Please enumerate</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Will the project be delivered in an innovative way (for example through partnerships, funding, and operation)? Please enumerate</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> How will members of ICOMOS India be able to contribute or participate (as well as benefits offered to ICOMOS India members)</p> <p>_____</p> <p>_____</p>
<p>Outcome:</p>	<p><input type="checkbox"/> What are the tangible and intangible outcome of the project? Please enumerate</p> <p>_____</p> <p>_____</p>
<p>Learning & Capacity Building:</p>	<p><input type="checkbox"/> How does the project add to the existing knowledge and understanding of the subject? Please enumerate</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Does the project extend access to and/or the breadth of formal learning opportunities? How about informal learning opportunities?</p> <p>_____</p> <p>_____</p>
<p>Connecting People, Ideas and Communities:</p>	<p><input type="checkbox"/> Does the project connect audiences and practitioners from different sectors and disciplines? Please enumerate</p> <p>_____</p> <p>_____</p>

ANNEXURE 8 : POLICY ON CODE OF CONDUCT FOR MEMBERS

Each COMOS member shall be bound to comply with the Rules and Regulations of COMOS as outlined in its Memorandum of Association and Standard Operating Procedures and Guidelines as well as Statement of Ethical Commitment adopted by ICOMOS in Madrid in 2002 and abide by it at all times.

1. CODE OF CONDUCT FOR THE EX-COM/ NSC COUNSELLORS/ COORDINATORS/ WORKING GROUPS/ ADVISORY GROUPS

All members of the COMOS Executive Committee and its Associated Committees are bound by this Code of Conduct. Members of the Committees should familiarize themselves with this Code of Conduct. The objective of this Code of Conduct is to outline fundamental values and principles that define the high standards of corporate and individual behaviour expected of members representing COMOS in association with their respective roles in the Executive Committee and its Associated Committees. In all our operations and relationships we value COMOS's mission to lead conservation, management and enhancement of cultural and natural heritage (tangible and intangible) in India by raising standards, encouraging dialogue and collaborations and generating innovative ideas. As a member of the COMOS Executive Committee and its Associated Committees, are expected to:

- i. *Act ethically with honesty and integrity:* The members should be open and transparent in their dealings; powers and position should be responsibly used, members should avoid or disclose any conflict of interest
- ii. *Exercise due care, diligence and skill:* The members should ascertain all relevant information and make reasonable queries before taking important decisions and should understand the financial, strategic and other implications of decisions.
- iii. *Act in good faith in the best interest of COMOS:* The members should allow necessary time to prepare for meetings and they should try to attend all the meetings of Executive Committee. They should avoid activities that may bring the member or the Organisation into disrepute.
- iv. *Act fairly and impartially:* The members should avoid being biased, discrimination, caprice or self-interest and members should act in professional and courteous manner.
- v. *Use information appropriately:* The Members should ensure that information obtained as member of Executive Committee or Associated Committees are applied for the purpose only and be kept confidential. The members should also ensure that any personal information coming to knowledge as a member of the Executive Committee and its Associated Committees is handled in compliance with the COMOS communication policy ensure that you decline gifts or favours that may cast doubt on ability to apply independent judgment as a member of the Executive Committee and its Associated Committees.

- vi. *Comply with the governance rules of ICOMOS:* The members should be well aware of COMOS's governing documents pertaining to role of member of Committees and act accordingly. The members should follow code of conduct of the Organisation.

2. CONDUCT FOR MEMBERS

- i. All members of COMOS, Individual Members, Associate Members, Young Professional Members, Student Members, Sustaining Members and Honorary Members shall pay an annual subscription fee for membership of COMOS (and thereby ICOMOS) failing which membership is subject to cancellation.
- ii. All members of COMOS are subject to the authority of the President/ Secretary of COMOS in matters related to the workings of the COMOS
- iii. By accepting to become a member of COMOS and agreeing to undertake work given to him/her by the Executive Committee of COMOS, the member shall regulate his/her conduct with the interest of the COMOS in view
- iv. In providing his/her service, the member shall neither seek, nor accept, any gifts or fees from any government or any authority external to the COMOS. COMOS is a non-profit society and therefore each member is required to contribute to its activities on voluntary pro bono basis.
- v. The member can at no instance represent COMOS as an institutional representative unless duly authorised in writing by the President / Secretary which in turn represents the view of the Ex-Com.
- vi. The member will ensure that all communication undertaken in the capacity of an office bearer (Ex-Com member/ NSC coordinator/ National Scientific Counsellor) with individuals and/or organisations for institutional collaborations will be copied to the Secretary COMOS.
- vii. The member shall conduct him/herself at all times in a manner befitting his membership status. He/she shall not engage in any activity that is incompatible with the performance of his/her work for COMOS. He/she shall avoid any action and in particular any kind of public pronouncement that may adversely reflect on his/her status, or on the integrity, independence and impartiality that is required by that status.
- viii. In all matters related to the workings of COMOS, the members shall maintain the confidentiality of information and refrain from any kind of activity that could undermine the interests of COMOS. The member shall exercise the utmost discretion in regard to all matters of official business. He/she shall not communicate to any person, any kind of unpublished information known to him/her by reason of his/her assignment, except by authorization of the President COMOS.
- ix. Members of COMOS are to refrain from projecting themselves as "consultants/ experts/advisors/employees" to COMOS or ICOMOS International. If any member is found to malpractice or falsehood, his/her membership would be revoked immediately.

- x. If the member, by malice, culpable negligence or failure to observe any applicable rule, involves COMOS in unnecessary loss, expenses of liability, he/she shall be held responsible and may be required to pay compensation.
- xi. In the scenario where a member of COMOS (individual or institutional) also holds official authority in another body of similar mandate, the member shall maintain high levels of confidentiality with regards decisions, rulings, programs and activities of COMOS and will work in the interest of COMOS. Failure to do so, may attract expulsion from the membership of COMOS
- xii. Member shall not offer any direct or indirect benefit to any member of the Executive Committee of COMOS in lieu of any work or position in any of the statutory bodies of COMOS.
- xiii. The members of the Executive Committee will abide by the rules of the Organization. Should any member of the Executive Committee violate the constitution; he/she shall face the disciplinary measures in terms of the provisions relating to disciplinary enquiries.
- xiv. The Disciplinary Committee of the Organization shall comprise of the following members: the President, the Secretary and any one Zonal representative
- xv. The member of the Executive Committee is entitled to appeal within the period of five days if he/she is not satisfied with the decision of the Disciplinary Committee. The rule of law shall be taken into consideration during disciplinary enquiries/ matters.
- xvi. Each member of the Executive Committee facing disciplinary allegations shall be given an opportunity to submit his/her representation as to why he/she should not be suspended or dismissed.

3.0 Conduct of Institutional Members

- i. All Institutional members of COMOS shall pay annual subscription fee for membership of COMOS (and thereby ICOMOS) failing which membership is subject to cancellation.
- ii. Institutional members of COMOS shall abide with the obligations set out in the ICOMOS Statutes and Ethical Principles, non-compliance by members shall be reviewed by COMOS and if required by the International Scientific Committees or the Bureau of ICOMOS, and may lead to sanctions as further detailed.
- iii. In all matters related to the working of COMOS, the Institutional members shall maintain the confidentiality of information and refrain from any kind of activity that could undermine the interests of COMOS
- iv. Institutional members would need to collaborate with the various NSCs and at least hold one dissemination event/symposium/conference/exhibition of the work done by them during the financial year.

Students of academic institutions, which are members, should be encouraged to actively participate in the activities of COMOS. Moreover COMOS members should be able to give/expert lectures to the students.

4.0 Conflict of Interest

CONFLICT OF INTEREST: No officer bearers, members of the Executive Committee, National Scientific Counsellor, Coordinators of NSC or Working Groups as well as any employees nor others acting for or on behalf of COMOS shall engage in any activity which is in conflict with, or appears to be in conflict with, the interest of COMOS.

Conflict of Interest. A conflict of interest exists when a covered person (as defined below) proposes to act on any issue, matter, or transaction in which COMOS has an interest, and the covered person may have an interest separate from COMOS that may compromise or appear to compromise the covered person's judgment in the performance of his or her duties, create actual or apparent impropriety, create negative publicity and or have a potential loss or harm to COMOS, including but not limited to, loss of confidence in COMOS monetary loss, or erosion of employee and volunteer morale. A conflict of interest also exists in situations in which there is an appearance that a covered person is utilizing inside information that is proprietary to COMOS for his or her personal benefit, is acting in his or her own interest rather than the best interest of COMOS, has the ability to exercise undue influence over COMOS decisions, or is receiving favorable treatment by COMOS because of his or her status as a covered person.

Covered Person. A covered person includes officer bearers, members of the Executive Committee, National Scientific Counsellor, Coordinators of NSC or Working Groups as well as any employees or others acting for or on behalf of COMOS and close relatives thereof.

Close Relative. A close relative includes a spouse, partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law or step relation, or any person who shares living quarters under circumstances that closely resemble a marital relationship or who is financially dependent upon the office bearer or employee.

Inside Information. Inside information includes any material information that is identified as confidential and proprietary, pertaining to the business and affairs of COMOS, whether related to a specific transaction or to matters pertaining to COMOS interests, activities, and policies. When a potential conflict occurs, it shall be addressed as follows:

i. Office bearers of COMOS (President, Vice President, Secretary and Treasurer):

When a potential conflict of interest occurs on behalf of an office bearer, the interested office bearer, in advance of initiating the activity giving rise to the conflict, shall inform the Board of the details of the potential conflict for the purpose of causing the Board to determine whether such a conflict of interest exists to the degree that the individual director should be excused from the Board during debate and voting on matters relating to the conflict. At the appropriate time, the Board, having been informed of the potential conflict of interest, may question the director concerning the identified special interest. After the Board determines it has all of the necessary information, the Board will then conduct debate on the issue as needed and

vote to determine whether the circumstances described amount to a conflict of interest of sufficient degree to bar the director from debate and vote on the particular matter affected by the special interest. The office bearer identified as having a potential conflict of interest shall not participate in the debate or vote of the Board on the existence of a conflict and may be excluded during such debate or vote by vote of a majority of the Board. A majority vote of the Board is required to bar the member. The minutes of the meeting of the Board shall reflect the disclosure of the potential conflict of interest, the Board's decision regarding the conflict, and the presence or absence of the interested director during the debate on the issue of whether a conflict exists and during any action by the Board following the vote regarding the existence of a conflict.

ii. Members of the Executive Committee, National Scientific Counsellor, Coordinators of NSC and Working Groups:

Members of the Executive Committee, National Scientific Counsellor and Coordinators of NSC and Working Groups will follow the same procedure within the Executive Committee to resolve potential conflicts of interest regarding their duties as members of the Committee.

iii. Employees of COMOS:

When a potential conflict of interest occurs on behalf of an employee, the interested employee, in advance of the activity giving rise to the conflict, shall inform the Executive Committee of the details of the potential conflict. The Executive Committee, shall evaluate the circumstances disclosed by the employee and conduct further inquiry as the Executive Committee deems necessary for the purpose of determining whether a conflict of interest exists to the degree that the individual employee should be excused from and directed not to participate in matters relating to the special interest of disclosed or given the choice of ceasing the activity causing the conflict or terminating the employment relationship with COMOS. The Executive Committee will respond to the employee in writing setting forth the facts surrounding the special interest, a determination regarding the existence of a conflict of interest and, if necessary, instructions to the employee restricting the employee's duties in matters relating to the special interest. A copy of the letter will be placed in the employee's personnel record.

iv. Others acting for or on behalf of COMOS:

When a potential conflict of interest occurs involving an individual acting for or on behalf of COMOS the individual, in advance of the activity giving rise to the conflict, shall inform the President of the details of the potential conflict. The President, in consultation with Executive Committee, shall evaluate the circumstances disclosed by the individual and conduct further inquiry as the President deems necessary for the purpose of determining whether a conflict of interest exists to the degree that the individual should be excused from and directed not to participate in matters relating to the special interest disclosed by the individual. The President will respond to the

individual in writing setting forth the facts surrounding the special interest, the President's determination regarding the existence of a conflict of interest and, if necessary, instructions to the individual restricting the individual's duties in matters relating to the special interest. A copy of the letter will be provided to the members of the Executive Committee.

1. The intellectual contribution of COMOS Members in any of the activities of COMOS would be duly acknowledged in all activities. However the intellectual property rights for work would rest with COMOS and not with the individual member. In case, an individual member or members have contributed, then they would be duly acknowledged by COMOS. Work done as part of COMOS NSCs will be projected as the work of the committee and not as individual research work.
2. All members involved in policy/scientific work with COMOS and its scientific committees are required to disclose COMOS any professional, contractual or voluntary work done on the subject of the policy/scientific work in question to avoid any conflict of interest and duplication of work.
3. COMOS members must avoid being judges in their own cause: when they are involved in work concerning a specific site and also participating in advisory or decision-making bodies of local or national authorities, they must not take part in any decisions relating to that site.
- v. *Members standing for elections for a position in the Executive Committee of COMOS India*

Member who is an office bearer in organization with similar mandate or related/comparable mandate as COMOS India and wishes to stand in the election for a position of an office bearer in COMOS India would be required to submit to the secretariat of COMOS a detailed note on his/her role in the said organization and how his position will not compromise COMOS India. The view of President ICLAFI would be taken by the Election Officer on the matter of Conflict of Interest for the said nomination.

5.0 Sanctions and Loss of Membership

- i. Non-compliance by members with the obligations set out in the ICOMOS Statutes and Ethical Principles shall be reviewed by COMOS as recommended by the International Scientific Committees or the Bureau of ICOMOS, and may lead to sanctions
- ii. Sanctions that may be imposed are admonishment, suspension of membership for a period of time, loss of ICOMOS membership
- iii. COMOS and International Scientific Committees and the Bureau of ICOMOS shall confer when the sanction is envisaged. Only COMOS and the Bureau of ICOMOS may impose sanctions; the International Scientific Committees shall transmit the results of their review to COMOS for further action as appropriate
- iv. A member of ICOMOS shall be considered to be of dormant status, if the membership dues are not paid by 1st May of the current year until **three** successive years after

- which it lapses (and membership application would need to be submitted again by that person whose membership has lapsed); by written notice of resignation addressed to COMOS having paid dues for the current year; by death; by dissolution of COMOS; if struck from the register by COMOS or the Bureau of ICOMOS as per its Statutes.
- v. Before a sanction is imposed and prior to being struck from the register for a serious cause, the member concerned shall be informed of the charges and shall be called to provide explanations. In the event of a sanction or when struck off from the register, the member concerned may appeal to COMOS. The appeal shall suspend the decision. The decision of COMOS and ICOMOS would be final and binding.
 - vi. All proceedings with regard to sanctions and loss of membership shall be confidential, as is the imposition of an admonishment; all other sanctions shall be made public
 - vii. In the event of a suspension of the membership, the member concerned shall not have any membership rights during the suspension period
 - viii. A person, institution or COMOS struck off the register for non-payment of membership dues shall resume membership when the dues for the year shall have been received
 - ix. The Executive Committee shall have the power of expel a member from the society on the following terms & conditions:-
 - a. On his/her death or insanity
 - b. Non-payment of subscription fee on expiry of three years from due date.
 - c. Where Membership has lapsed for a period of up to 3 years, it will be reinstated at the previous membership level, following payment of all fees due for the period lapsed plus the current year. If membership has lapsed for 3 years or more, a new membership application is required.
 - d. On his/her written resignation.
 - e. If he/she has not attended three consecutive meetings of the general body without any intimation.
 - x. If he/she or it is formally struck off the register by the General Assembly or Executive Committee of ICOMOS, or by resolution of the Executive Committee of COMOS, for failure to comply with the Code of Ethics and Standards of Practice or for any other valid cause.

ANNEXURE 9 : POLICY ON LOGO USAGE FOR COMOS

1. THE GENERAL PRINCIPLES

A well-established and consistently presented identity is a very valuable asset. In order to protect and strengthen the trademark status of the logo, the approved versions must not be altered, modified, changed or added to in any way.

2. GENERAL CONDITIONS FOR THE USE OF COMOS OR ICOMOS INDIA'S NAME AND LOGO

2.1 The objectives for COMOS institutional framework and practice concerning the use of its name and logo are:

- i. to *enhance COMOS visibility and outreach* through the effective association of its name and logo with activities of its networks and partners;
- ii. to *protect COMOS (ICOMOS INDIA) name and logo from inappropriate and unauthorized use.*

The Directives Concerning the Use of the Name, Acronym, Logo and Internet Domain Names of COMOS set out the general principles on the use of COMOS/ICOMOS India's name and logo.

2.2 There are three types of authorization:

- i. COMOS endorses the activities undertaken by the Secretariat, Zonal Representatives and National Scientific Committees
- ii. COMOS give patronage to an event or activity of another organization.
- iii. COMOS make contractual arrangement through an agreement or a Memorandum of Understanding with an organization for a specific activity, event or project.

2.3 The two main criteria in assessing a patronage request are:

- i. The proposed activity is relevant to COMOS's own strategic objectives and operational programmes.
- ii. The organization is in compliance with the values, principles and constitutional aims of COMOS

The decision to grant the use of COMOS's name and logo shall always be taken by the Executive Committee (Ex-Com) with reference to the above arrangements.

The use of COMOS's name and logo **must be expressly authorized in advance and in writing**. The visual presentation, duration and scope of the authorization must be respected.

All those authorized to use the COMOS's name and logo should abide by the General Conditions.

2.4 Authorizing the use of COMOS's name and logo:

- i. Authorizing the use of the name and logo of COMOS is the prerogative of the Executive Committee of COMOS.

- ii. The MoA by delegation grants, the President/ Secretary of COMOS to authorize such use to other bodies. No other entity has the authority to grant the use of COMOS's name and logo.

2.5 Protection of the use of COMOS's name and logo:

COMOS and its trademark ICOMOS India are protected by the Copyright Protection and action would be taken against the unauthorised.

3. Practical Guidelines

3.1 Patronage

- i. Patronage is a form of COMOS's support for those activities that correspond to its aims and objectives and that are entirely organized by other entities. COMOS is not responsible in any manner for these activities and does not involve itself in them.
- ii. COMOS's patronage may be granted to a range of activities, such as producing cinematographic and audiovisual works, publishing books, organizing congresses, meetings and conferences, awarding prizes, and other national and international events.
- iii. Patronage must be limited in time. It may be granted to one-off or regularly repeated activities. In the latter case, a new request for authorization is required for each repeated activity.
- iv. Patronage cannot be granted to:
 - personalities
 - organizations
 - permanent activities
 - activities/projects that are evolving continuously (the terms of use of COMOS's name and logo for such activities/ projects should be specified by a Contractual Arrangement)
- v. The use of COMOS and ICOMOS India's name and logo in the framework of patronage is strictly in compliance with this Policy.
- vi. An email has to be sent to the ICOMOS India Secretariat requesting the use of COMOS and ICOMOS India's name and logo under patronage.

3.2 Contractual Arrangements

- i. Under a contractual arrangement, COMOS authorizes the use of its name and logo by other organizations or partners which have concluded a formal agreement with programme sectors or field offices. This could concern, for example, an international conference, a publication that COMOS has commissioned or agreed to support, or a partnership project between COMOS and the private sector.
- ii. In the case that COMOS's name and logo is to be used in long-term or permanent activities agreed by contractual arrangement, COMOS will always include a standard clause in the agreement stipulating that partner organizations are required to seek specific approval each time COMOS's name and logo is to be used.

- iii. Organizations that use COMOS's name and logo under a contractual arrangement are required, as with use under patronage, to report to COMOS the impact of the use.

3.3 Commercial use

- i. The sale of goods or services bearing the name, acronym, logo or Internet domain names of COMOS for profit is regarded as "commercial use".
- ii. Any commercial use of COMOS's name, acronym, logo or Internet domain name, alone or in the form of a linked logo, must be expressly authorized by the Executive Committee of COMOS under a specific contractual arrangement, such as a fundraising, merchandizing or licensing agreement.

3.4 Other government and non-governmental organisations maintaining formal relations with COMOS

- i. As distinct and autonomous entities, international non-governmental organizations must not use the logo of COMOS on a permanent basis.

ANNEXURE 10 : ACCOUNTING POLICY

1. THE ACCOUNTING SYSTEM

A practical accounting system for an COMOS typically consists of the following:

2. FUNDING AGREEMENT

The funding agreement between the NSC and the COMOS outlines all aspects regarding the project and should include the following activities:

- i. to achieve the deliverable, funding of the project reporting on activities, narrative report,
- ii. financial report,
- iii. periods of reporting,
- iv. management of funding and procurement of goods,
- v. stipulations in the budget regarding how the funding is to be applied

3. BUDGET

The budget includes all planned activities listed by type of activity. It is a financial framework listing all activities and deliverables as stipulated in the agreement. Each line item in the budget indicates the costs which may be incurred for the specific activity (for example, the number of workshops to be presented, the number of persons to attend, the venue rental costs, the presenter costs). Travelling costs are either provided in a separate line item or aligned with specific activities.

Provision for administrative costs may include:

- i. bookkeeping fees, audit fees, telephone costs, rental, stationery, other office costs.
- ii. Office costs may be subdivided into specific costs or may be provided for as a lump-sum for overhead costs for the total project. If divided into specific costs, actual costs are claimed per month as they occurred, according to specification. If specified as a lump sum, the total overhead provision may be transferred to a dedicated account which from running costs are paid monthly in total.

4. BANK ACCOUNTS

A dedicated bank account must be opened to for COMOS. The President/ Vice President, Secretary and Treasurer are authorized signatories of the bank account. They are responsible for the approval of payments, the signing of cheques, electronic transfers, and the handling of petty cash.

Cheques: Two signatories co-sign cheques according to a resolution of the Executive Committee of the organisation.

Within an organisation, the same person should therefore not be performing the following duties:

- i. preparation of bank reconciliations and approval thereof;
- ii. preparation of requisitions and approval of expenses;
- iii. accounting entries and approval of expense reports;
- iv. Bank reconciliations should be conducted on a monthly basis by the financial officer and approved by the Executive Committee.

Non-expendable items should not be removed from the office building unless for purposes relating to a programme. In such a case, prior authorisation must be given by the Executive Committee. A prescribed consent form must be completed prior to the removal of the item from the office building. If a staff member removes a non-expendable item from the office without prior consent and it is damaged or stolen, the staff member will take responsibility for the damage or loss of property. A policy does not normally allow for the lending out any nonexpendable items to a person or organisation. However, the Executive Committee may use his or her discretion if the need arises for lending out specific items. In such cases, the lender will take full responsibility for damages to or theft of the property.

5. PAYMENTS

Payments are usually made by cheque. The procedures for paying electronically by internet banking or by cheque are as follows:

- i. payment of an invoice is authorised by the Treasurer's or Secretary's signature and an indication of the budget line item on the invoice;
- ii. the Executive Assistant completes the cheque requisition form, writes out the cheque and attaches the cheque and the invoice to the requisition form;
- iii. the signatories sign the cheque as well as the cheque requisition form;
- iv. the cheque number, the date of the cheque and the project which funds the payment.

6. TRIAL BALANCE

The trial balance lists all general ledger accounts. The totals of the debit and the credit balances should be equal, proving that debit and credit entries were posted equally and are balancing. This does not prove that costs have been allocated correctly.

7. BALANCE SHEET AND INCOME STATEMENT

The balance sheet and income and expenditure statement are extracted from the trial balance. The income and expenditure statement includes all monies the organisation has earned or received and balances this against how much has been spent. Essentially, the statement presents total income received and the nature thereof, as well as the costs and expenses charged against this income. For COMOS this statement typically reflects funding sources compared against programme expenses, administrative costs, and other operating

commitments. Revenues and expenses are further categorised in the income statement by the donor restrictions on the funds received and expended. Whereas the income statement depicts the overall status of the organisation's surplus or deficits by looking at income and expenses over a period of time, the balance sheet depicts the overall status Fundamentals of COMOS Management 16 of the organisation's finances at a fixed point in time – usually at the end of its financial year. All assets are added and all liabilities subtracted to compute the organisation's overall net worth.

8. OTHER POINTS

The audit is usually done as soon as possible after the close of the organisation's financial year. In preparation of the audit the following documents should be ready:

- a copy of the organisation's constitution;
- copies of contracts, agreements, or letters setting out the conditions of grants, donations or other income received for specific purposes;
- copies of budgets for ongoing work or special projects
- copies of grant application forms;
- copies of the minutes of board meetings;
- income and expenditure analysis records;
- supporting documentation for income;
- receipt books if receipts for money received are issued;
- petty cash analysis records;
- supporting documentation for petty cash records
- bank statements for the year;
- bank reconciliations for the year;
- cheque stubs (counterfoils) for all cheque books used during the year, and the one currently in use if it was used for the year under audit;
- cheques returned to the organisation by the bank once they have been cleared;
- all deposit book records;
- a list of creditors (everyone to whom the organisation owed money) at the end of the financial year;
- a list of debtors (everyone by whom the organisation was owed money) at the end of the financial year;
- a list of creditors and debtors from the end of the previous financial year;
- records of statutory payments made, particularly on staff salaries;
- Details of all assets.
- The President shall be authorized to sign the filling of GST returns and TDS using his/her DSC.

ANNEXURE 11 : SOP FOR FIXED ASSETS

1. OBJECTIVE:

- This Policy document establishes best policy & procedures for acquisition, accounting, use, & disposal of Fixed Assets. These procedures provide reasonable standards of compliance with Accounting Standards.
- It standardizes the procurement of Fixed Assets in accordance with the Capital Purchase Budget.
- It emphasizes on the identification of Fixed Assets and its recording in Fixed Assets Register & its periodical physical verification. Adherence to these procedures will facilitate accurate record keeping related to the acquisition, control, and disposition of Fixed Assets.
- The combination of accurate accounting records and strong internal controls must be in place to protect against misappropriation & wrong valuation of the Fixed Assets.

2. SCOPE

- i. This policy document applies to the assets managed by the company at all its units.
- ii. Additions and deletions made to the fixed assets.
- iii. Proper documentation Physical Verification of these assets.

3. FIXED ASSETS DEFINITION

Fixed Assets can be defined as those assets which are acquired by the COMOS with the intention of use in the process of production of goods & provision of services and not with the intention of sale in the normal course of business.

4. FIXED ASSETS CLASSIFICATION

Fixed Assets can be broadly classified as follows:

- i. Land,
- ii. Building,
- iii. Plant & Machinery,
- iv. Furniture & Fixtures,
- v. Office Equipment,
- vi. Vehicles,
- vii. Intangibles &
- viii. Others.

5. ACQUISITION OF ASSETS

- 1.1 Purchased Fixed Assets:** The purchasing and procurement of COMOS fixed assets shall be carried out in strict compliance with the COMOS's policy on same outlined at the Procurement to Payment section on the COMOS website. The principles of openness,

transparency, and value for money shall be applied by way of seeking quotations and tenders as appropriate in accordance with COMOS Policy.

1.2 Donated Fixed Assets: Where COMOS receives an asset as a gift or donation, the same should be accepted vide a formal acceptance agreement and this should simultaneously be informed to the Accounting section of COMOS for valuation of asset acquired as well as for making necessary entries in records and registers.. These Valuations are generally based on a market value (i.e. a building would be recorded at its current market value, other items based on whether new or used etc.

1.3 Recording of Fixed Assets (Fixed Asset Register): COMOS has developed a centrally maintained consolidated Fixed Asset Register (FAR) format, that will meet its custodial obligations and insurance needs, as well as funding bodies' requirements.. Under the FAR, there will be common criteria for the recognition of fixed assets that will be reconciled to the COMOSs' financial statements. The FAR will make it easier to account for depreciation and ensure accuracy in tracking and accounting for fully written off assets and disposals.

4.4 What gets capitalised in the Fixed Asset Register? All COMOS fixed assets with an individual item cost of Rs. 10,000 (inclusive of taxes) and above will be captured on the Fixed Asset Register. This process within the Fixed Asset Register module will be managed and maintained centrally by the Accounting section. For definitions of a fixed asset please see above clause 2 & 3. The fixed asset register to be maintained as per the format prescribed under the applicable laws, if any with respect to the same. It will be mandatory to include the following details in relation to each fixed asset, Fixed Asset No./ Serial No., Item Description, Location (Building, floor and room number), Purchase Date, Purchase Cost, Depreciation, Depreciated Value, Current Depreciation, Total Depreciation, Supplier Value in rupees, Month Purchased, Invoice No. /Reference.

The following items are optional fields but, in the case of certain equipment items, may assist in easier identification and verification of said assets:

Serial Number, Model Number, Manufacturer Purchase Order Number. All movable fixed assets, which have been included in the FAR, should be appropriately tagged with the Asset Tag Number, to clearly identify it as being COMOS property. Tags will be provided by the Finance/Accounts Office once the asset has been appropriately set-up and recorded in the FAR. What are Asset Tags and how will they is generated? Tagging is the process of numbering fixed assets and allows the tracking of the movement of fixed assets from location to location. Tagging allows the positive identification of assets. It can provide an accurate method of identifying individual assets,

- i. Aid in the taking of physical inventory,
- ii. Control the location of all physical assets,
- iii. Act as theft deterrence,

- iv. Aid in preventive maintenance of fixed assets, and
- v. Provide a common ground of communication for the Finance Office and the assets' users.
- vi. The tag number is entered in the asset master record on the FAR at the point of tagging by the Finance/ Accounts Office. The asset tag itself will be issued by the Finance/Accounts Office to the asset assignee (with responsibility for the asset) for attachment to the asset.

Asset tags should be consistently placed in the same location on each similar asset type. The tags should be placed, if possible, where they can be easily accessible for viewing and easily identifiable without disturbing the operation of the asset. This will assist in the audit inventory process, if at any time required.

ANNEXURE 12 : POLICY FOR GRIEVANCE HANDLING

1. PURPOSE

COMOS believes that having a well-managed mechanism for handling internal/external complaints can improve the quality of its work, enhance the trust and confidence of members/stakeholders, identify areas of work that need to be improved, and ensure that COMOS learns from the feedback provided through this process. COMOS therefore welcome feedback and will react constructively to complaints from the people it works with: its supporters, donors, the general public, official bodies and its partners.

The Complaints Handling Policy links to the principles of ICOMOS and will ensure feedback, transparency and learning which will strengthen COMOS accountability as an organisation. This Complaints Handling Policy complies with COMOS International's Complaints and Response Mechanism Framework Policy and Procedure with appropriate tailoring to meet local Indian needs.

2. APPLICABILITY & SCOPE

- i. This policy applies to everyone in the company regardless of position or status.
- ii. This policy also applies to contractors, and consultants; office-based volunteers, interns and partner organisations.
- iii. A complaint may be made by a person to whom COMOS delivers programs or support including a partner, a local organisation with which we work, a national government or other NGOs, as well as members , supporters, donors, the government, and trusts and foundations.
- iv. COMOS will receive and respond to all complaints irrespective of who makes them or the nature or subject of the complaint. Some complaints are of a more minor nature, can be more easily and promptly resolved and pose minimal risk to COMOS, India. Minor complaints that are readily resolved will not follow all the procedures outlined in the Complaints Handling Procedures of this Policy as to do so would be unnecessarily cumbersome, bureaucratic and compromise their timely resolution. More minor complaints might include a telephone complaint that can be responded to in an initial call, a written complaint that proceeds on the basis of a misconception that can readily be corrected.
- v. Complaints of a more complex and significant nature that require acknowledgement, initial assessment and investigation and may require remedial action (e.g. a change to the way in which we operate, train, counsel or discipline staff or volunteers or even the involvement of regulatory/enforcement authorities) will be undertaken in line with the Complaints Handling Procedures of this Policy. Serious complaints – those that pose significant operational, safety, financial or reputational risk to COMOS, India will be immediately escalated to Secretary and by the Secretary, depending on the seriousness of the complaint, to the President and potentially the Ex-Com. If it is established that a complaint has been made maliciously, in bad faith or without serious intent then a

response will be made to the complainant explaining why their complaint is not being taken further.

3. DEFINITIONS

For the purpose of this Policy, COMOS defines a complaint as:

“an external grievance made against COMOS or against one or more of its members, employees, consultants, suppliers, partners or anyone else acting on its behalf, where the organisation has allegedly failed to meet a requirement. That commitment might be related to use of resources, mission and values, member(s) /staff conduct or behaviour, or a legal requirement.”

4. PRINCIPLES

The following principles will guide COMOS in the handling of complaints and ensure that as a signatory to the ICOMOS Code of Conduct we comply with the standards relating to complaints handling as follows:

- i. We recognize the importance and value of listening and responding to concerns and complaints.
- ii. The feedback and complaints handling process is as effective, safe, confidential and accessible to all members/stakeholders as possible, irrespective of their gender, status or background and without prejudice to their future participation.
- iii. **Visibility:** Information about the process for making a complaint will be clear and well publicized to members, supporters, rights holders participating in programs, and other stakeholders.
- iv. **Accessibility:** The complaints handling process is easily accessible to all members/stakeholders. There is readily accessible information about the process of making and resolving complaints so that no complainants are disadvantaged. COMOS will ensure that flexibility is provided to complainants to call, write and e-mail complaints and/or to raise concerns in person.
- v. **Objectivity:** All complaints are addressed in a fair and equitable, objective and unbiased manner throughout the complaints handling process. Issues of conflict of interest will be identified to ensure objectivity.
- vi. **Confidentiality:** Confidentiality relating to the complaint will be safeguarded so far as reasonably practicable including the person(s) to whom the complaint is addressed.
- vii. **People-centred approach:** COMOS has a people-centred approach and actively welcomes feedback including complaints and has a commitment to acting to resolve all complaints
- viii. **Responsiveness:** All complaints and constructive feedback will be taken seriously and handled as swiftly as practicable. All complainants will be treated courteously and kept updated on the progress of their complaint through the complaints-handling process.
- ix. **Accountability:** Accountability for handling complaints and reporting on the actions and decisions of COMOS with respect to complaints handling will be clearly established. All

complaints will be recorded through one central point before action is taken. Complaints will be addressed as locally as possible using the agreed complaints procedure and only escalated to management if they are of a serious nature.

- x. **Continuous improvement:** COMOS is committed to the continual improvement of the complaints handling process and the quality of COMOS work. This commitment is practically supported by: the collection and classification of complaints trends; analysis and reporting of complaints trends; monitoring of complaints handling processes; and auditing/management reviews of the complaints handling process and refining of complaints handling in light of those reviews.
- xi. **Organisational commitment to this policy:** COMOS will ensure that sufficient resources and expertise are provided to handle complaints. Staff will be briefed on the nature and purpose of the policy and senior managers dealing with the complaints will be given coaching in handling complaints. Complaints will be handled in accordance with COMOS policies and procedures and in accordance with Indian laws and regulations.

5. STANDARDS FOR HANDLING OF COMPLAINTS

- i. All complaints will be acknowledged as soon as possible and ideally within five working days by the recipient. All complainants will have access to the policy on the COMOS website.
- ii. All complainants will receive a response giving the outcome of their complaint as soon as possible and ideally within thirty working days of receipt. If the matter is more complex a further acknowledgement will be sent explaining what further investigation is required to resolve the complaint and the likely timeframe.
- iii. All complaints should be recorded on a Complaints Record Form (Appendix A).
- iv. All complainants will be treated respectfully, whether it is felt the complaint is justified or not.

6. COMPLAINTS HANDLING PROCEDURES

This Policy will be implemented using the following procedures:

6.1 Raising Complaints with COMOS: All COMOS' members/stakeholders must be clear that COMOS India welcomes complaints and constructive feedback and need to know how to raise a complaint with the organisation. COMOS Complaints Handling Policy, specifically highlighting the following central points for all complaints, is publicized on COMOS website.

- Complaints about any aspect of COMOS and its work should be sent to the e-mail address: info@icomosindia.com;
- Postal complaints can also be sent to the Secretary or President or the members of Ex-Com. at COMOS official address: 623A, Somdutt Chamber 2, Bhikaji Cama Place, New Delhi 110066

COMOS President in consultation with other Ex-Com members has delegated responsibility to initiate and coordinate the complaint response to the Secretary. This person in his/her capacity as the Focal Point for all complaints made against COMOS or its members will maintain appropriate confidentiality and ensure that only the parties relevant to solving the complaint are involved. The person handling the complaint will ensure that the central contact for all complaints is informed and that the Complaint Record Form (Appendix A) is completed.

6.2 Receiving Verbal and Written Complaints: The complainant must be treated with respect at all times. It is important that the person receiving a complaint face-to-face clarifies the issues underlying the complaint, listens to what the complainant has to say and makes a brief and accurate written summary of the complaint. Where necessary, language interpreters may be required to help establish the nature of the complaint. If the complaint is in writing it might be appropriate to write or speak to the complainant to clarify the facts of the case.

6.3 Acknowledging Complaints: Complainants, who are not anonymous, will receive an acknowledgement of their complaint to confirm that it has been received and an outline of the next steps.

6.4 Registering Complaints: All complaints, whether verbal or written, are recorded on the Complaints Record Form at **Appendix A**.

Each complaint will also be recorded on the log form at **Appendix B** which will form the basis for review at the end of each year. All complaints will be recorded and logged. These records will be used to ensure complaints are dealt with efficiently and effectively and to monitor any trends. It will provide information on the number and types of complaints COMOS is receiving.

6.5 Resolving Complaints (Investigation and Action): Each complaint will be investigated. The person handling the complaint will:

- establish the facts and gather the relevant information; and
- if necessary and/or practicable, interview those involved.

If, as a result of the investigation it is felt that there is a case to answer by the member then the matter would be referred to the President for the appropriate disciplinary and other organizational policies and procedures will be followed. Any relevant applicable laws of land should also be followed and taken into account.

6.6 Responding to the Complainant:

Complainants, who are not anonymous, will receive a response outlining the outcome of the complaint or, if it is a complex matter, when it will be investigated further and

how long it is likely to take. COMOS will let the complainant know the outcome which may include:

- corrective action which has been taken;
- timeline for implementation; and/or
- the person/role addressing the issue.

Wherever possible COMOS will invite the complainant to outline suggestions for actions the organization can take to ensure similar complaints do not arise in future.

7. APPEALS PROCESS

If a complainant is unhappy about the response received from COMOS or if they believe the corrective action has not been adequately implemented they may appeal to the next level.

For example:

- if the complaint is unresolved by Secretary then the complainant may appeal to the President;
- if the complaint is about COMOS governance, then the complainant may appeal to the Ex-Com. members.

If the complainant continues to be dissatisfied with the outcome, after all avenues have been explored to resolve the complaint, a letter will be sent to the complainant explaining the steps/actions that have been taken, outlining any changes that have been put in place as a result of the complaint and bringing the matter to a close.

The Role of the Ex-Com in COMOS complaints and response mechanism needs to be transparent and independent. COMOS Ex-Com. has an important role to play in overseeing the number and nature of complaints received by COMOS and ensuring that they have been handled satisfactorily, that appropriate corrective action has been implemented and that trends are identified and addressed. The Secretary, in consultation with the President or other Ex-Com. members, will complete the Complaints Handling Log and any supporting analysis for submission to the governing body of COMOS.

7.1 Monitoring and Review of Policy and Procedure:

The Secretary is primarily accountable to the President and Ex-Com for managing and maintaining this policy. All members of the Ex-Com are accountable for ensuring that members/staff understand and adhere to this policy in their day-to-day work. Where compliance issues are surfaced, Ex-Com members will work to address these issues promptly. Any updates/revisions to the policy must be endorsed by the Secretary and President before being submitted to the Ex-Com for its approval. As part of the annual participatory review and reflection process COMOS members will reflect on the learning from the complaints process.

Appendix A

COMPLAINTS RECORD FORM

All complaints about COMOS or any of its people from an external individual or organisation, whether verbal or written, are to be recorded on this form. COMOS Ex-Com has delegated responsibility to initiate and coordinate the complaint response to the Secretary. This information will then be logged in so that all complaints and follow-up actions can be accurately tracked and reported.

Date: <i>(Date complaint is received)</i>	
Personal Details: <i>(name, contact details, if appropriate)</i>	
Nature of Complaint: <i>(Brief outline of the complaint)</i>	
Detail of Complaint: <i>(A detailed description of the complaint the person has made)</i>	
Dealing Official: <i>(Name of person who is or has responded to the complaint)</i>	
Action initiated: <i>(Action taken to handle the complaint)</i>	
Outcome: <i>(Outline of what has happened as a result of the complaint)</i>	
Follow up required: <i>(Any action required as a result of the complaint. This may include a change to COMOS procedures and policies)</i>	

Appendix B

COMPLAINTS HANDLING LOG

The Head of Fundraising will extract complaints logged, summarizing those documented on Complaints Record Forms for the period. This Log will be provided to the President and then to the members of Ex-Com as part of the Management Report. This completed log will be accompanied by any analysis that may highlight a need to review/improve/change organisational processes or practices.

The log should indicate, at a minimum:

- Date the complaint was received ;
- Nature and detail of complaint;
- Who responded to complaint;
- How the complaint was resolved/dealt with;
- Outcome ;
- Any follow-up required, such as escalation or change to program or policy

ANNEXURE 13 : POLICY FOR DIGITAL PRESENCE & SOCIAL MEDIA

1. INTRODUCTION

Today, the digital presence and the social media are central to improving audience engagement and can lead to new avenues if used properly. However, getting it erroneous practice can be extremely damaging to reputations and financially damaging. Social media platforms are simply new media technologies that enable people to communicate and interact with each other digitally. Social media is an integral part of the modern era and cannot be ignored. Facebook, Twitter, Instagram, WhatsApp, are few of the most used the platforms.

2. OBJECTIVE

This policy aims to provide guidance to the members the use of social media, which can be broadly understood for purposes of this policy to include blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

These Social Media Principles envisaged herein this policy document should guide the participation of members in social media, both in individual as well as in official capacity (on behalf of the society. i.e. COMOS). It is fundamental to recall the objective of COMOS at all instances to inform the social media strategy/activities.

3. COMOS COMMITMENTS

Members of COMOS are required to extend their commitment towards interactions that occur on social media platforms. The commitments extend to COMOS as an institution, members, staff and associates of our agencies, vendors and suppliers:

- i) COMOS will be ethical and transparent in every social media engagement.
- ii) COMOS will **respect** copyrights, trademarks, rights of publicity, and other third-party rights.
- iii) COMOS will act **responsibly** for use of technology.
- iv) COMOS will reasonably **monitor** and establish appropriate protocols for its social media presence.
- v) COMOS will **protect** the applicable Privacy Policies, IT Security Policies, and laws, rules, and regulations as may be applicable from time to time.

4. MEMBERS COMMITMENTS

The following principles apply to use of social media by members and on behalf of COMOS as an institution

- i) Members are required to adhere to the COMOS Code of Conduct and other applicable policies when using social media in reference to COMOS.

- ii) Members should be aware of the impact their individual action may have on image of COMOS.
- iii) Members representing the society should disclose his/her position in COMOS.
- iv) Members authorized to represent COMOS as an institution must inform the Secretariat on the content
- v) Members should note that social media presence at a local level can have global visibility. Online dialogue might be considered accurate in one part of the world, but can be considered inaccurate (or even illegal) in other parts. This international virtual presence requires responsible approach.
- vi) Members should use their best judgment in posting material ensuring that the material is neither inappropriate nor harmful to COMOS.
- vii) Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.
- viii) Members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- ix) Members are requested not to publish/post or release any information that is considered confidential or not public. Queries concerning matters on social media can be sent to the Secretariat of COMOS.

The Digital platform should be used by members for healthy discussions and unnecessary conversations/discussions/allegations should be refrained. In case of any grievance the members should resort to grievance mechanism. And in case the grievance is not yet resolved you may escalate the matter to the President or Secretary or appropriate authorized officers of COMOS. COMOS respects the individual's freedom of speech and expression however, it should be exercised with due care.

ANNEXURE 14 : POLICY ON INTELLECTUAL PROPERTY RIGHTS

1. INTRODUCTION

Intellectual property plays an important role in providing a competitive edge to an organization. The intangible assets of an organization - such as knowhow, brands, designs, inventions and other creative and innovative products - are, today, often more valuable than its physical assets. Keeping this in mind, this Intellectual Property Rights Policy Document (hereinafter referred to as the Policy) of COMOS seeks to provide guidance to its members and outside agencies on the practices and the rules of COMOS regarding intellectual property rights (IPR) and obligations which include the confidentiality requirements. The IPR refers to copyright, trademark, patents designs or any other right which arises of this.

This Policy applies to all members of COMOS and their affiliates i.e. staff, independent contractors, and agents. The Ex-Com. of COMOS may amend this Policy at any time at their discretion and shall update the changes in the policy.

2. OBJECTIVES

The objectives of the Policy are as follows, namely:

- (a) to provide a comprehensive single window reference system for all intellectual property rights issues relating to intellectual property of COMOS;
- (b) to provide legal support, wherever necessary, to defend and protect the intellectual property rights obtained by COMOS against any infringement/ unauthorized use;

3. COMOS INTELLECTUAL PROPERTY

COMOS is committed to protecting its own intellectual property, such as information, processes, brand, from infringement. COMOS intellectual property will include confidential information related to its activities, trade secret technology (such as computer software and systems and knowhow related to them), patented inventions and processes, if any, trademarks and service marks, and copyrighted works. It is the responsibility of every member to help protect society intellectual property. It is the responsibility of society managers/ supervisors to foster and maintain awareness of the importance of protecting the society's intellectual property.

4. INTELLECTUAL PROPERTY OF OTHERS

COMOS also is committed to respecting the intellectual property of others. Due care must be taken by all members, staff, independent contractors, and agents to utilize only legitimate resources to collect information for matters concerning COMOS and to avoid those actions which are illegal, unethical, or which could cause embarrassment to COMOS.

COMOS members, staff, independent contractors, and agents having confidential information from a former employer may be bound by a nondisclosure obligation to the former employer. COMOS expect its members, staff, independent contractors, and agents to fulfill this obligation. COMOS members, staff, independent contractors, and agents should refrain from

giving their fellow members, staff, independent contractors, or agents or from using any confidential information belonging to any former employers.

5. USAGE & LEGAL RIGHT

The ownership of trademark(s)/ service mark(s) created for COMOS shall be with it only. In cases of all Intellectual Property belonging to COMOS, COMOS shall retain a non-exclusive, free, irrevocable license to copy/ use Intellectual Property for its activities, consistent with the confidentiality agreement(s), if any, entered into by COMOS. The authorities responsible on behalf of COMOS have the responsibility to ensure the correct usage of its Intellectual Properties and to take appropriate action in case of any infringement.

Every member should respect the Intellectual Property Rights of COMOS and should not use carelessly. As a member, you will be happy to protect and further the interest of the society with respect to its IPR value. The more will be the value of Intellectual Property Rights the more valuable our organization shall be. In view of this the members are requested to restrain themselves and not to use casually any of the IPR of COMOS. Also, any IPR to be used the prior permission has to be taken from Ex-Com. And in case any violations are found then Ex-Com may proceed with the disciplinary action including any legal proceedings if warranted for the interest of COMOS.

ANNEXURE 15 : POLICY FOR SUBMISSIONS ON HERITAGE ISSUES

1. INTRODUCTION

COMOS in India is recognized as a platform comprising of experts and committed members of civil society related to the disciplines, professions and emerging focus on areas concerning to cultural and natural heritage sites of India. The goal of COMOS is to enable dialogue among this fraternity so as to contribute to the development of policies, frameworks and mechanism for conservation and management of India's diverse heritage for its people and towards raising awareness among decision makers, various interest groups from public and private organizations as well as civil society. COMOS is intrinsically linked to the mandate of ICOMOS International and hence brings to these platforms paradigms arising from the Indian context, both in theory and practice from the Indian cultural heritage fraternity.

2. GUIDING PRINCIPLES

COMOS make formal submissions regarding government policies and other relevant issues pertaining to heritage. Through these submissions COMOS is able to express its powerful opinion and obtains an opportunity to make a formal statement on the flaws and strengths of such legislation and policies. Also, these submissions serve in lobbying for better heritage protection and management.

COMOS will only make submissions on issues where a matter of conservation, protection, restoration, rehabilitation and enhancement of historical monuments and sites and safeguarding of intangible heritage of the communities.

3. REQUISITION FOR COMOS SUBMISSIONS

3.1. Single Place Issues:

- i. Where the conservation of a significant place/intangible heritage is jeopardized because the proper processes established by the relevant government or appropriate heritage agency are being superseded or not allowed to operate. In arguing for an alternative answer COMOS will emphasize issues of policy and principle.
- ii. Where a place/intangible heritage included on or nominated for the World Heritage List is threatened by action or inaction. Where a place of national significance is threatened by the action or inaction of the managing authority.
- iii. Where requested, to comment on the process adopted for the assessment and conservation of a place/intangible heritage.
- iv. Where requested, to provide comparative international material and comment on the conservation of a place/intangible heritage, drawing upon the knowledge and experience of other national committees.

- v. Where requested to advise and assist in world heritage matters, advice on new nominations, stakeholder consultations and process to operationalize the guidelines of World heritage Convention in the process of preparing nomination dossiers and management practices of sites.
- vi. Where requested to undertake training and capacity building matters related to improved heritage management practices

3.2. Legislative Issues:

Submissions on the content of heritage conservation legislation or the processes adopted to develop such legislation.

3.3. Administrative Issues:

Submissions and representations on the appropriateness of administrative arrangements made to provide for the conservation of places of significance/ intangible heritage. Where requested, submissions on the operating guidelines and policies of a heritage organization.

ANNEXURE 16 : POLICY FOR MEDIA REPORTING

1. INTRODUCTION

Media coverage of the work and activities of COMOS and its staff can provide a valuable opportunity to promote the work of the organization. However, any contact between COMOS members and the media carries the risk that COMOS will be exposed to negative scrutiny or misrepresentation, perhaps unintentionally. This policy outlines the procedures to be followed by COMOS members when interacting with the media.

The media includes newspapers, magazines, journals, bulletins, newsletters, radio programs, television programs and electronic media such as online journals, online news websites including alternative news websites, weblogs, podcasts, electronic newsletters, electronic notice boards and social media sites. It does not include the digital modes and for information on the approval process for posting to those, please refer to the Annexure 14.

2. OBJECTIVE

This policy is intended to provide a guide to member interaction with members of the media. This policy is designed to ensure that any comments made to the media are consistent, in accordance with the COMOS code of conduct and other policy, and do not breach any of the requirements.

This policy should be read in conjunction with the COMOS Rules and Regulations, Code of Conduct or any other applicable policies. Depending on the circumstances, non-compliance with this policy may constitute a breach of understanding and necessary disciplinary action may be initiated, if required.

This policy is applicable to all the members of COMOS who must comply with this policy. If anything in this policy is unclear, members are encouraged to contact the Secretary or President of COMOS.

3. POLICY GUIDELINES

- i) Initiating media contact: Any proposals for initiating media contact should be discussed in advance between the Ex-Com members and the President and Secretary shall be the official spokesperson for the organization.
- ii) Media releases or media statements on behalf of COMOS should not be issued without the knowledge of the members of Ex-Com. or without prior authorization. They should only quote authorized spokespeople on behalf of the organization.
- iii) Media inquiries: Any media inquiry – whether seeking comment or information, or permission to take a photograph or produce an audio or video recording of COMOS should be directed to the President or the Secretary. Only the authorized and official spokesperson are responsible for liaising with the media to obtain details of their

inquiry, provide an authorized response to the journalist, and, where appropriate, facilitate an interview with required member. For any subject expert enquiries, the President/Secretary in consultation with other Ex-Com members will obtain approval as appropriate and advise other members if they have been authorized to speak to the media on such specific matter. Anyone authorized to provide media comment should follow the relevant protocols of official communication.

- iv) Only the President or the Secretary is authorized to make official comment to the media about sensitive or contentious issues, issues of a political nature, or issues relating to COMOS funding, organizational structure or management. With prior permission of the President or the Secretary in consultation with other Ex-Com members any other member may also be authorized to speak to the media on his or her behalf in relation to any issue, if required.
- v) If an article or report appears in the media containing an inaccurate quote from a COMOS member or incorrect information about COMOS, the President or the Secretary will determine the appropriate response. If any other members become aware of any such errors they should bring them to the attention of the President or the Secretary who can further take appropriate response.
- vi) Members who give a presentation or paper in their capacity of a COMOS representative at a conference, seminar, public meeting or other event must have the contents of the seminar paper/ presentation approved by the Ex-Com before it is presented. This only applies to events where publicity via social or other media are expected and other cases where COMOS India is also a co-host/ sponsor or a institutional partner of the event. While for small events no approval is required, however, the code of conduct should be adhered to.
- vii) Approval of the President or the Secretary is required for publication of a paper in the capacity of the representative of COMOS (for example, on an external website other than the COMOS website, or in conference papers).
- viii) Members using their association with COMOS as part of their credentials must provide, at the bottom of the paper, a disclaimer that the views are those of the individuals and not of COMOS India.

ANNEXURE 17 : POLICY FOR NOMINATIONS & ENDORSEMENT OF COMOS MEMBERS

1. INTRODUCTION

COMOS is often asked to nominate suitable members to be considered for external advisory bodies, statutory authorities and committees. COMOS is committed to making transparent decisions which are equitable and provide members with access to opportunities for which they hold relevant qualifications and experience.

2. APPLICABILITY

The policy applies to all the members at all levels. Circumstances may arise where some of the points below are not appropriate or possible and need to be varied. In all such cases, any deviation from this policy will be agreed by the Executive Committee and, for transparency, the rationale for such action to be properly recorded at the meeting of the Ex-Com.

3. POLICY GUIDELINES:

3.1 Potential nominees: All nominees should be advised that selection as a nominee endorsed by India COMOS does not necessarily ensure that the Authority/Agency will appoint them. They will also be advised that they do not necessarily speak for COMOS unless specifically authorized by Ex-Com. Rather India COMOS endorsed nominees are expected to uphold sound conservation principles and operate in accordance with our Code of Conduct and other applicable guidelines. To ensure the Secretariat has a record of the India COMOS representatives on Statutory Authorities & Community Committees, candidates will be requested to notify the Secretariat if successfully appointed.

3.2 Selection of nominees: Selection will be based on criteria established for nominees to ICOMOS's International Scientific Committee. The criteria may be varied with the approval of the Executive Committee to cater to the specifics of the committee.

- i. Essential Criteria:
 - a. Nominees will be full COMOS member.
 - b. Nominee has completed significant work relevant to the work of the committee or the agency concerned.
 - c. The nominee has given an informed commitment in writing to participating fully in the committee.
- ii. Desirable Criteria
 - a. Nominee has made a significant contribution to India COMOS in the relevant area;
 - b. Nominee has written and been published in the relevant area;

3.3 Responsibilities of the Executive Committee:

- i. The Executive Committee will establish the subcommittee to prepare the call for nominations and to consider the nominations that are received.
- ii. Following a call for nominations from the membership, nominations will be made by the President after recommendation by a subcommittee of the Executive Committee appointed for the purpose.

3.4 Responsibilities of the Secretariat:

- i. To ensure a timely response to requests for nominations, immediately upon receipt of nominations, the Secretariat is to fax or email them to Executive Committee members.
- ii. The Secretariat will make record of the successful appointees.
- iii. The Secretariat maintains a list of all bodies to which COMOS nominates representatives - either through official requests or those initiated by India COMOS. This list may be published in the Annual Report and on the India COMOS website, if any.

3.5 Responsibilities of the nominee:

- i. Nominees should be aware of relevant policies and guidelines of COMOS.
- ii. All nominees who are appointed are encouraged to liaise regularly with the Executive Committee and provide a written report annually for inclusion in the Annual Report.

3.6 Financial assistance toward costs to participate in meetings is not available.

ANNEXURE 18 : POLICY FOR OFFICIAL COMMUNICATIONS

The purpose of this policy is to identify the various channels of communication within COMOS, their intended purpose and the roles and responsibilities of staff in accessing and using them. There are other modes for fast communication such as courier, fax or e-mail. COMOS prefers to use e-mail communication. Internet service at the office can be used to download and send email and to conduct work-related research. COMOS recognize the value of its member's suggestions and feedback and have established the feedback email address for this purpose. The Staff feedback email address (may be used by any staff member to suggest improvements, contribute ideas and provide feedback on COMOS initiatives in a constructive way. It is not to be used to notify complaints such as grievances, disputes, appeals or protected disclosures. Feedback received will be referred to the relevant Service.

- Official ids are the ones of the registered domain and password of the same shall be handed over to the next incumbent Ex-Com member
- Details of Zoom/Skype or any other electronic form of meeting, screenshots and recordings to be filled properly in the Secretariat
- Secretary to be copied in all official communication (email and letter)
- Minutes of all the meetings to be filed in the Secretariat as per the approved template

ANNEXURE 19 : TERMS OF REFERENCE FOR EXECUTIVE ASSISTANT

1. CALL FOR APPLICATIONS

ICOMOS India is looking for an Executive Assistant. The Executive Assistant works closely with the President, Vice President, Secretary and the Treasurer to ensure efficient administrative operations and processes including organizational tasks, coordination and communication. The Executive Assistant assists in the implementation of the programs and activities of ICOMOS India.

The applicant is required to be a:

- Decisive, creative and critical thinker
- Organized multi-tasker
- Personable
- Confident and able communicator
- Problem solver
- Responsible, accountable and excellent team worker

2. ABOUT ICOMOS INDIA

India ICOMOS, registered as Council on Monuments & Sites (COMOS), is a platform for multidisciplinary experts to dialogue, develop and advocate for appropriate mechanisms, policies, frameworks relating to India's diverse heritage. It strives to establish good benchmarks of professionalism. This platform is linked at the regional and international level with complementary ICOMOS committees and brings to these platforms the Indian viewpoint arising from our contextual issues and solutions found therein (both philosophical and in execution) while also learning from international experiences. As a membership based society, COMOS helps disseminate information among members on international events and practices in the field while providing opportunities for all professionals to participate in such events. The aim of this exchange is to contribute to promoting good practices and serving as a neutral watchdog to ensure that conservation interests move in tandem with those of development.

India ICOMOS functions at four levels namely at the National level working closely with Central Government Ministries/departments and national institutions, at the Sub Regional level working with State Government, State Archaeology, Municipal corporations, PWDs, Panchayats, Cultural Academies, Zonal Cultural Centres, Universities, local NGOs, at the Regional level partnering with SAARC countries through their ICOMOS National Committees and at the International Level with the International ICOMOS community.

3. ABOUT ICOMOS INDIA SECRETARIAT

Under the authority of the President ICOMOS India and in consultation with the Executive Committee (EC) ICOMOS India, the Secretariat coordinates the implementation of India ICOMOS General Programs and Initiatives.

In this respect, India ICOMOS Secretariat's mission is to:

- support the development of India ICOMOS's network
- disseminate knowledge about heritage conservation
- provide advisory and evaluation services to concerned institutions, departments and organizations

4. ROLE OF EXECUTIVE ASSISTANT

To act as a nodal officer and communications manager for the ICOMOS India Secretariat in consultation with the Executive Committee. Coordinate various activities, programs and events and liaison with concerned people and institutions on behalf of ICOMOS India.

5. DUTIES AND RESPONSIBILITIES OF EXECUTIVE ASSISTANT

In line with the rules and regulations of Council on Monuments and Sites (Indian National Committee of ICOMOS) perform the following tasks related to the day to day working of ICOMOS India Secretariat.

6. PROGRAM RESPONSIBILITIES

- Develop programs, events and activities for furthering the mission of ICOMOS India in partnership with the Government organizations, institutions and NGOs working in the heritage sector especially work closely with Institutional Members of ICOMOS India
- Explore potential sources of funding for various activities planned in the future by ICOMOS India.
- Assist the Secretariat in delivery of programs and activities in accordance with program plan and timeline
- Work independently and within a team on logistics of programs and activities
- Assist in coordination of joint activities such as seminars, workshops, conferences and other outreach programs to be organized with external partners
- Documentation of each program/ activities (reporting, photo and video) following protocol set by the organization
- Issuance of receipts and certificates for project and program participants
- Keep track of activities of the NSCs and receive regular updates from NSC coordinators especially announcements of NSC meetings in consultation with the Scientific Counsellor

7. ADMINISTRATIVE RESPONSIBILITIES

- Pursue legal processes pending for ICOMOS India and oversee budget and expenses in coordination with Treasurer and CA.

- Develop and maintain a filing system for organizational documents and files
- Assist in the preparation of regularly scheduled reports and timely submission
- Assist in maintaining and developing organizational contacts and networks for projects and programs
- Answer inquiries and requests according to protocols set by the organization
- Ensure all office procedures are completed accurately, delivered with high quality and in time
- Prepare and monitor invoices, ensuring monthly financial accountabilities are settled
- Perform basic book keeping activities and assist in preparing financial reports
- Develop and update administrative systems to make them more efficient

8. ORGANIZATIONAL RESPONSIBILITIES

- Assist the office bearers in ensuring organizational, financial and legal documents are updated
- Responsible for time sensitive processes and organizational materials.

9. DOCUMENTATION AND REPORTS

- Develop and maintain records to document all organizational and project/program procedures and all official correspondence for ICOMOS India
- Produce quarterly reports/newsletters on activities and progress of ICOMOS India, including all the zones and the National Scientific Committees
- Attend ICOMOS India meetings, AGM, NSC Conclave etc. and prepare and coordinate minutes of meetings with the respective Zonal and NSC Coordinators and compile same for the Annual report in consultation with the EC and Scientific Counsellor

10. MEMBERSHIPS

- Invite applications for new members based on previous databases of heritage professionals and information provided by ICOMOS members
- Process membership applications including submissions of fees, renewal applications etc. and maintain and update database of members, partners and associates.
- Assist the office bearers in keeping track of active members and timely submission of membership documents
- Maintain updated NSC member lists and their Coordinator details in consultation with the Scientific Counsellor

11. WEBSITE AND SOCIAL MEDIA

- Manage ICOMOS India website and social media platforms including Facebook page and online blogs etc. on a regular basis

12. QUALIFICATIONS AND DEGREE

- i. University degree
- ii. Minimum 5 years of work experience

13. SKILLS AND ABILITIES

- i. Simple accounting
- ii. Project conceptualization, implementation, assessment and evaluation
- iii. Knowledge of computer software MS Office, any other relevant designing software
- iv. Excellent written and communication skills in English
- v. Ability to effectively communicate via phone/email

14. WORKPLACE

While the Executive Assistant would be required to work primarily from the office of ICOMOS India meetings and other activities may take place outside the office in different zones of ICOMOS India.

15. SALARY

INR 40,000/- per month based on a 5 day week, 8 hours a day (Timing is flexible, some Saturdays may be working to accommodate meetings etc.).

16. HOLIDAYS

Paid holidays: 10 over the year, with prior notice.

17. REPORTING

Secretary ICOMOS India and regular updates to be given to President, Treasurer and Vice President. Salary will be released only after approval of Secretary and submission of time sheet.

18. ALLOWANCES

Local transport, TA/DA will need to be pre-approved by the Treasurer. Local travel for meetings will be paid as per actual on production of receipts, descriptions. Transport/ Boarding and Lodging will be provided for out-station travel.

19. OFFICE LOCATION

New Delhi

20. CONTRACT PERIOD

Two year, with a 3 month probation period commencing from the date of appointment.

ANNEXURE 20 : STATUTORY COMPLIANCES

Annexure-20 COMPLIANCE CALENDAR

Income tax													
Deposit	Months	April	May	June	July	August	September	October	November	December	January	February	March
TDS deposit	Due date	7th of next month	7th of next month	7th of next month	7th of next month	7th of next month	7th of next month	7th of next month	7th of next month	7th of next month	7th of next month	7th of next month	7th of next month
	review date	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth	2nd of next mth
	status												
Gst deposit	Due date	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month
	review date	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month
	status												
Advance tax	Due date	0	0	15th	0	0	15th	0	0	15th	0	0	15th
	review date	0	0	7th	0	0	7th	0	0	7th	0	0	7th
	status												
Returns													
TDS	Due date	0	0	0	31st July	0	0	31st Oct	0	0	31st Jan	0	31st May
	review date	0	0	0	10th	0	0	10th	0	0	10th	0	10th
	status												
GSTR 3B	Due date	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month	20th of next month
	review date	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month	15th of next month
	status												
GSTR 1	Due date	0	0	0	31st July	0	0	31st Oct	0	0	31st Jan	0	30th April
	review date	0	0	0	10th	0	0	10th	0	0	10th	0	10th
	status												
GSTR 9 Annual Return	Due date			30th June 2019									
	review date												
	status												
Annual Income tax return	Due date						30th of the month						
	review date						20th						
	status												
Registrar of Societies													
AGM of Society	Due date			on or before 30th									
Governing Body Meeting/Executive Committee Meeting	Due date	Once in Quarter			Once in Quarter			Once in Quarter			Once in Quarter		
File annual report with list of governing body members, (in case of election, proceedings of election also be submitted)	Due date			30	30th July (within 30 days of AGM of Society)								
	review date		31										
	status												
Important Notes													
Audit of Society	Yearly audit to be completed by the auditor appointed by the Executive committee (Audit should be completed well before date of scheduled AGM)												
Election due date	As per the Bye-laws, the tenure of the Executive committee shall be for a term of 3 years												
Reporting Due Dates	The Compliance dates with respect to Registrar reporting depends upon the date of AGM												

Maintain register of members
maintain Minutes book for members of governing body and general body
Notify any changes taking place in memorandum and bye laws within 30 days